



# Quick Reference Guide: User Management

*Last Revised: 01/2024*

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Once a facility is enrolled with the WyIR, the following process is used to manage users. All requests for user access to the WyIR or updates to a current WyIR user must be submitted using the [WyIR User Access Request \(Google form\)](#).

- Responsible Authority for the organization can submit a User Request Access Form for any user within the organization.
- Facility contact and vaccine coordinator can submit a User Request Access Form for staff at their facility.
- School superintendents for the district can submit a User Request Access Form for any user within the organization.
- Principals can submit a User Request Access Form for staff at their school.

## Contacts

- **Responsible Authority (RA)** - An individual with signatory authority to enter into contractual agreements on behalf of an establishment, organization, school, or child caring facility and is responsible for the conditions outlined in the Information Sharing Agreement (ISA).
- **Organizational Contact (OC)** - Designated contact for an organization.
- **Facility Contact (FC)** - A designated contact for a specific facility.
- **Vaccine Coordinator** - Designated persons at a specific facility responsible for ensuring all vaccines are stored, managed, and administered appropriately.

## Users

- **School Employee** - Employee of public or private K-12 School.
- Wyoming Department of Health (WDH) Employee - Employee of WDH (this excludes public health nursing).
- **All Other Healthcare Professionals** - Employees of hospitals, clinics, doctor's offices, pharmacies, Public Health Nursing offices, correctional facilities, etc.

## Contacts must use the form to:

- Request WyIR access for a new user.
- Make updates to an existing user's access level.
- Reactivate an existing user's account.



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**Wyoming Department of Health  
Immunization Unit  
(307) 777-7952**

[www.immunizewyoming.com](http://www.immunizewyoming.com)

- Remove WyIR access from an existing user.

**Any user may use the form to:**

- Update demographic or contact information.
- Remove WyIR access from an existing user.

**Additional Information**

- All users must have an individual, unique username.
- Sharing of username is not allowed.
- Saving and sharing this information creates the risk of login by an unauthorized user and the unauthorized access of Protected Health Information (PHI).

Resources:

[IIS Authorized User Policy \(IMM-003\)](#)

[\(WyIR\) User Access Request](#)

Still have questions? Please contact:

WyIR Help Desk: 833-231-1451 or [wyir.helpdesk@wyo.gov](mailto:wyir.helpdesk@wyo.gov)



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