Quick Reference Guide
Admin User

Welcome to ImmuNet!

As an ImmuNet user with a role of Admin User, you can manage user accounts and will be able to:

- Add a New User
- Reset a Password
- Change the Role of an Existing User
- Terminate a User
- Re-enable a Disabled or Terminated User
- Add an Ordering Authority or Clinician

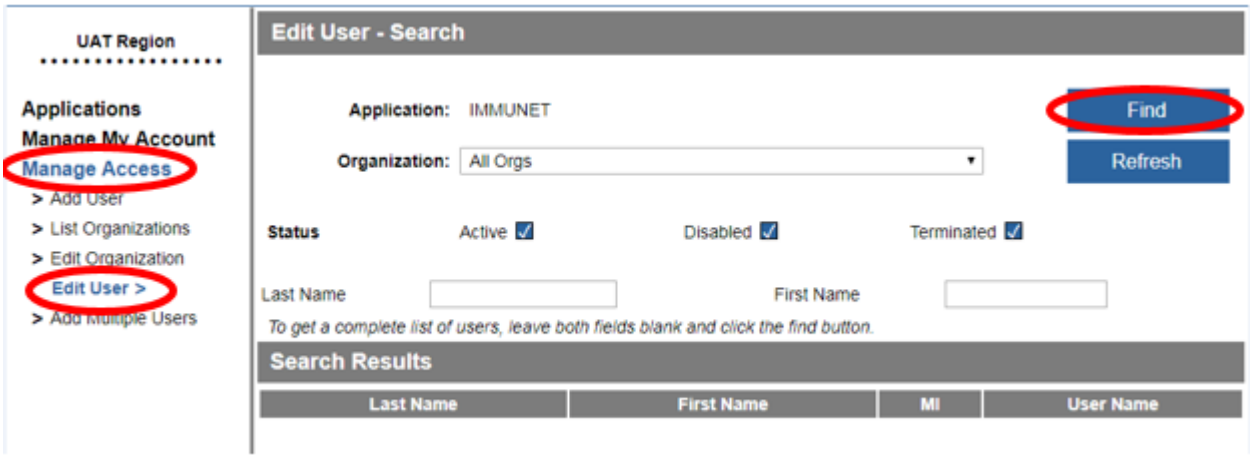
Add a New User

Click **My Account** at the top right corner of the screen.

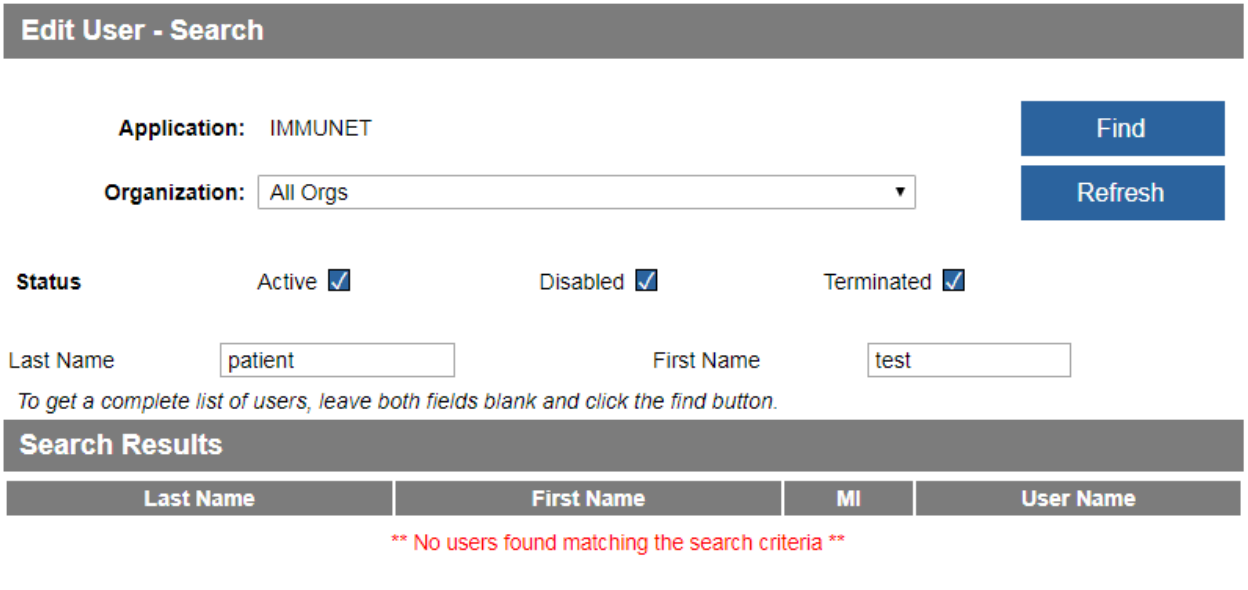
On the left navigator, click **Manage Access**, **Edit User** to search for the user.

In the section **Status,** click in the **Active**, **Disabled**, and **Terminated** check boxes.

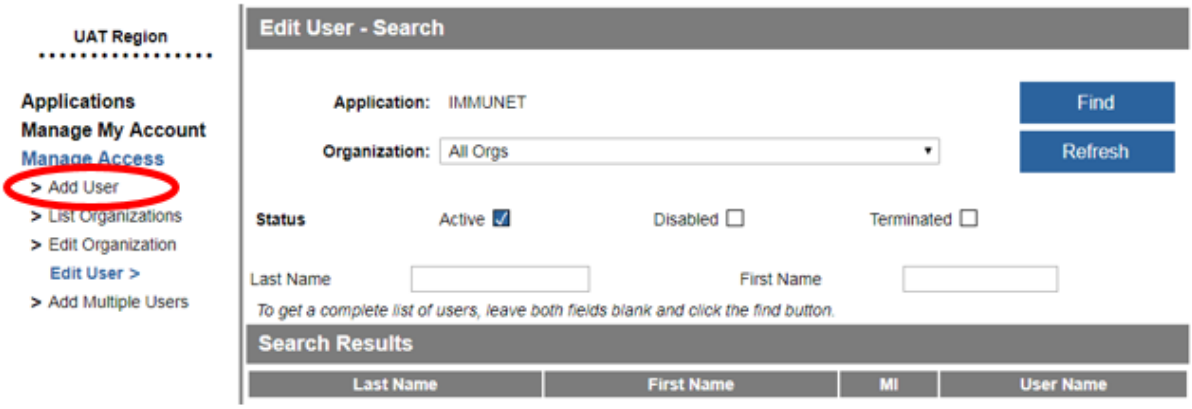
Type in the **Last Name** and **First Name** in the respective fields and then click **Find**.



If you receive a message, in red, at the bottom, that says, "No users found matching the search criteria", then the user is not in ImmuNet.



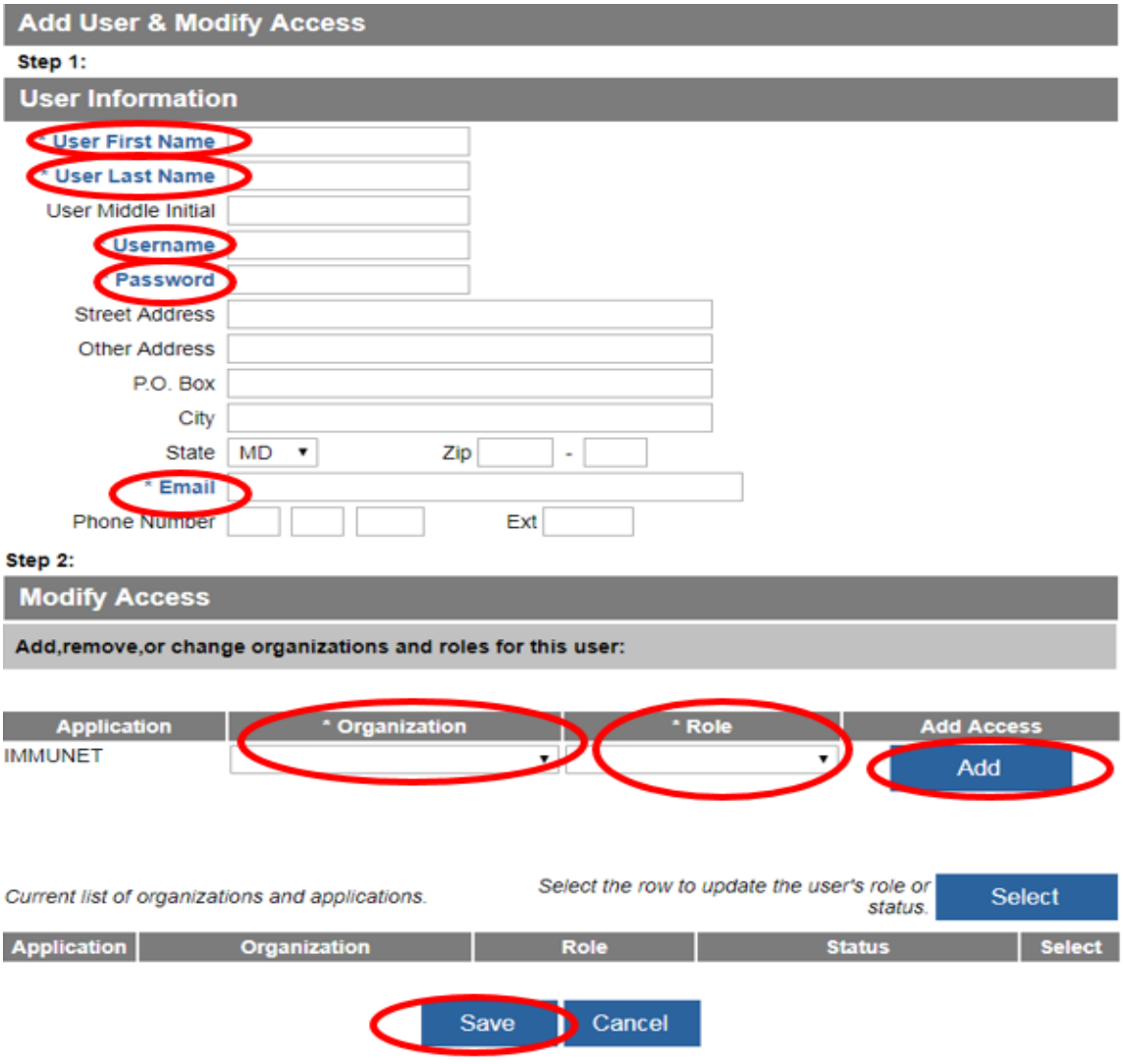
To add the user, click **Add User** on the left navigator.



Step 1 – User Information – Enter the information in the required fields in blue/asterisks (*). If you are adding someone who will be an Administrative User, Address and Phone Number are required. The username and e-mail address must be unique (cannot be a shared or group e-mail address, but may be a personal e-mail address, if the user does not have a work e-mail address).

***Password Guidelines** - The password must be at least 8 characters in length, include at least one lower case letter, at least one upper case letter, and at least one number.

Step 2 - Modify Access - If you are an Administrative User for more than one organization, select the appropriate one from the Organization drop-down. Click the **Role** drop-down and select the desired role for the user. Click **Add,** then click **Save**.



The addition was successful, if you see this message at the top, in red, "**User Updated**".

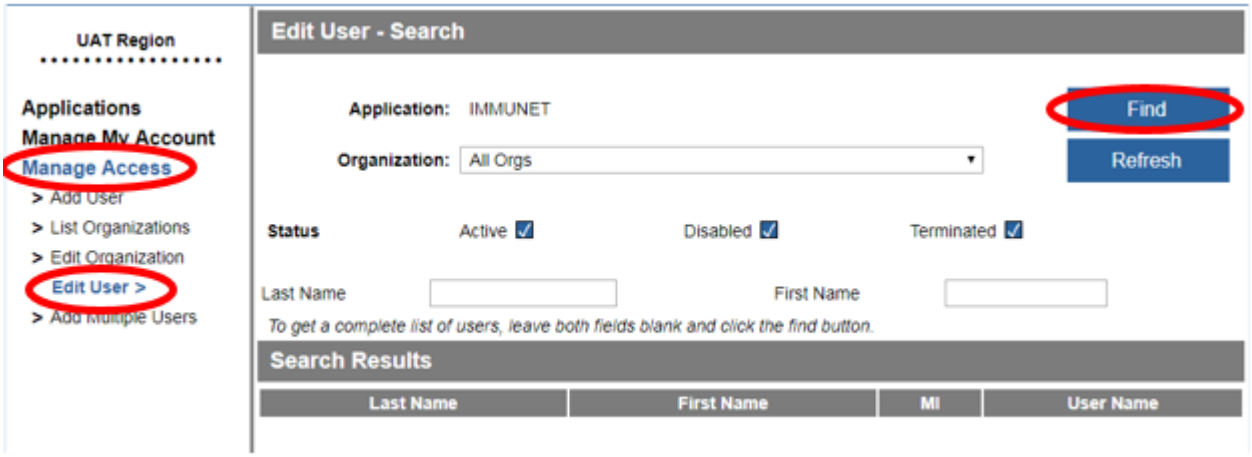
Change the Role of an Existing User

Click **My Account** near the top right corner of the screen.

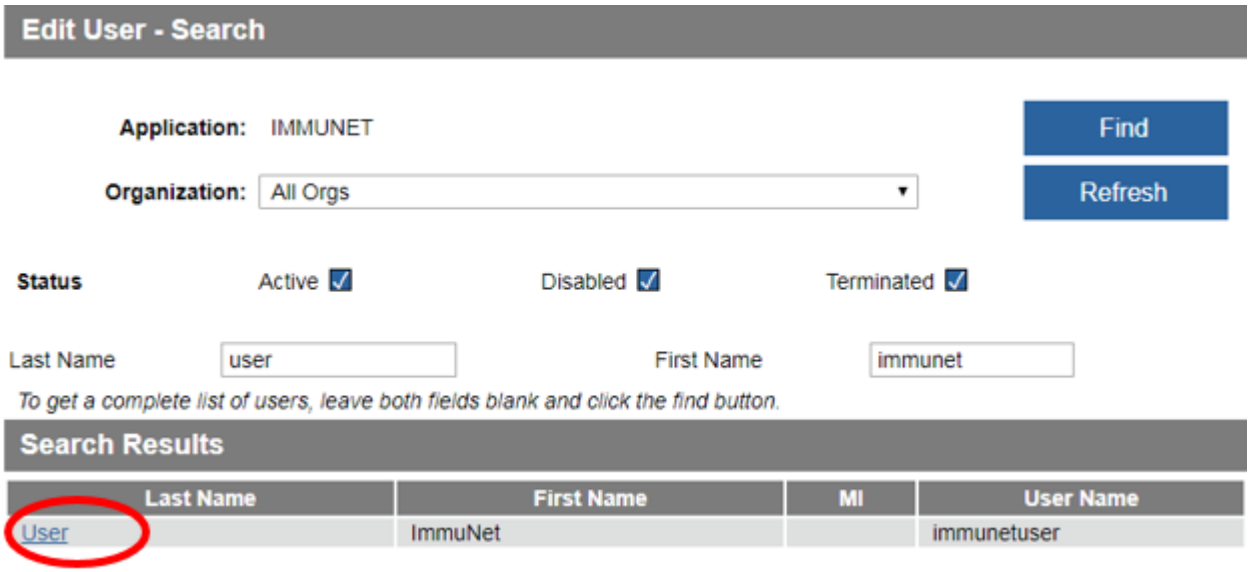
On the left navigator, click **Manage Access**, **Edit User**.

In the section **Status** click in the **Active**, **Disabled**, and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user and click **Find**.



Select the user to be edited by clicking on the appropriate last name of the user (link in blue).



Go to the section **Step 2 Modify Access** section and go down to the gray table

Go to the row in the table that corresponds to the role to be changed. Click in the white **Select** check box, then click the blue **Select** button.

Step 2:

Modify Access

Add,remove,or change organizations and roles for this user:

Username immunetuser
User ImmuNet User

Application	IMMUNET
Organization Type	All Types
Organization	
Role	
Add Access	Add

Current list of organizations and applications.

Select the row to update the user's role or status. Select

Application	Organization	Role	Status	Select
IMMUNET	Al Rahmah School	School Access	Terminated	☐
IMMUNET	Bishop Walsh School	Admin User (Provider)	Terminated	☐
IMMUNET	Maryland Department of Health (Child)	Admin User (Provider)	Active	☐
PORTAL	Portal Default	Portal Application Admin	Active	☐

Save Cancel

To change the role, go to just above the gray table and click the **Role** drop-down, select a new role, and then at the right, click **Update**.

Step 2:

Modify Access

Add,remove,or change organizations and roles for this user:

Username immunetuser
User ImmuNet User

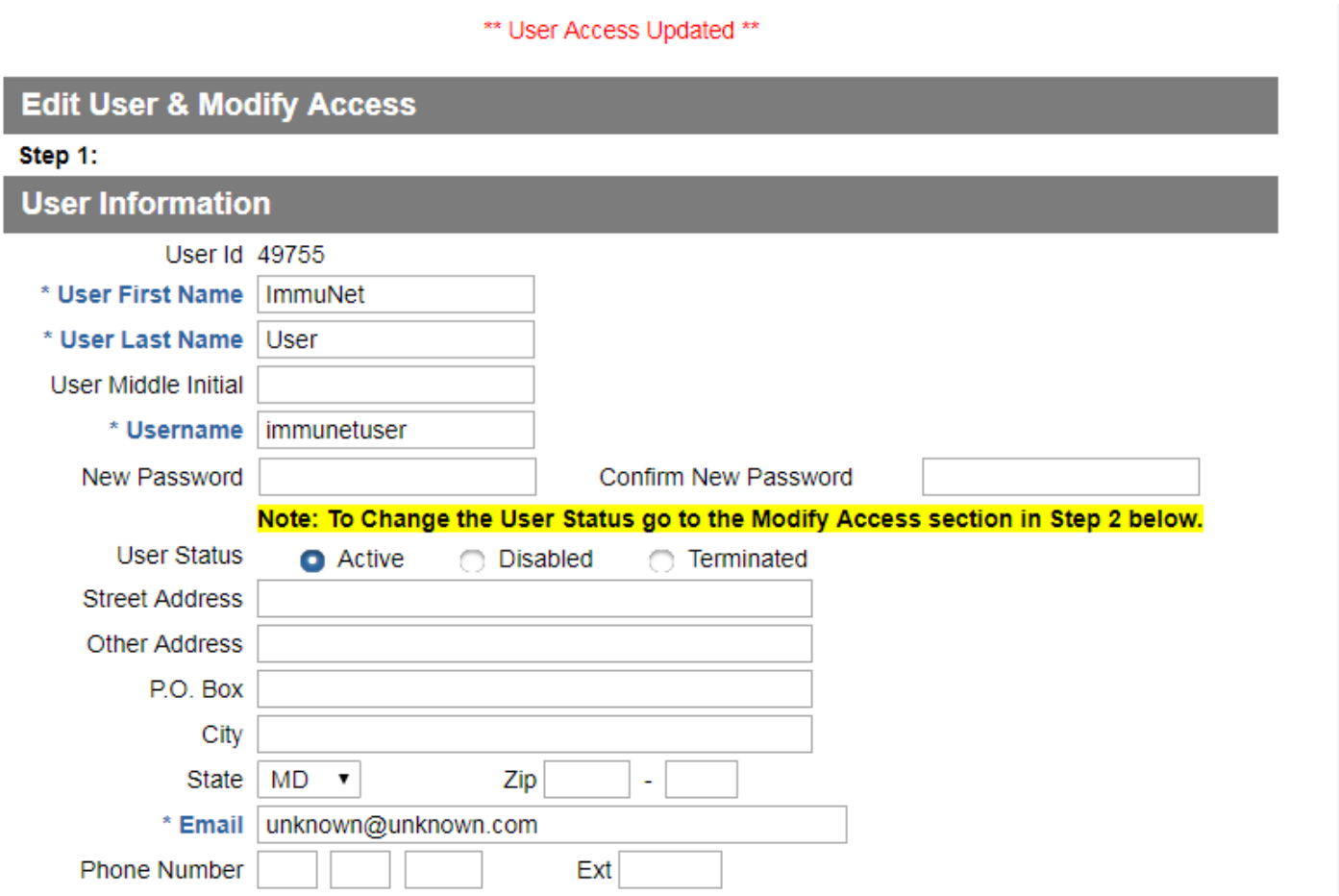
Application	Organization	Role	Status	Update
IMMUNET	Maryland Department of Health (Child)	Admin User (Provider	(•) Active ( ) Disabled ( ) Terminated	Update

Current list of organizations and applications.

Select the row to update the user's role or status. Select

Application	Organization	Role	Status	Select
IMMUNET	Al Rahmah School	School Access	Terminated	☐
IMMUNET	Bishop Walsh School	Admin User (Provider)	Terminated	☐
IMMUNET	Maryland Department of Health (Child)	Admin User (Provider)	Active	☑
PORTAL	Portal Default	Portal Application Admin	Active	☐

The change was successful, if you see this message at the top, in red.



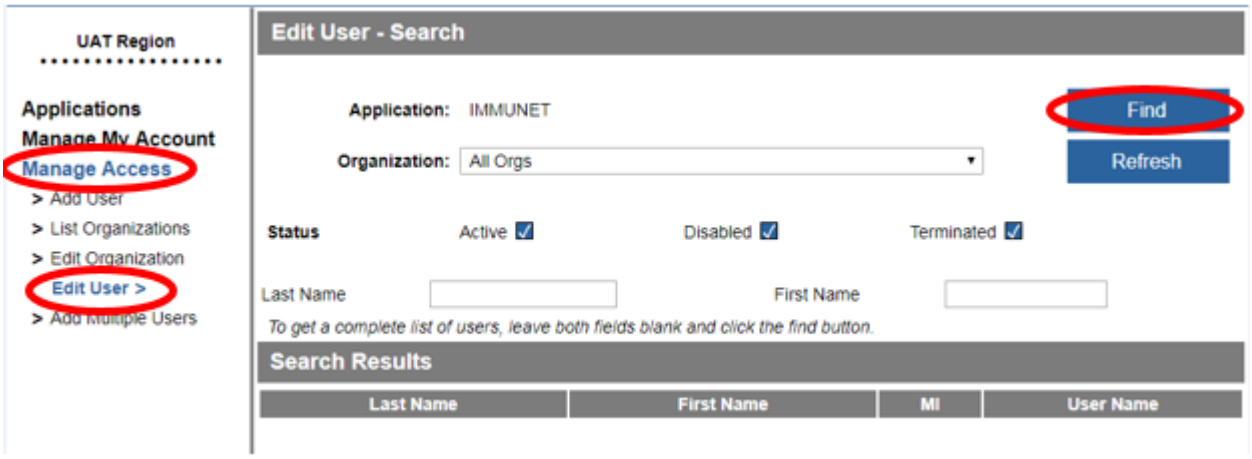
Re-enable a Disabled or Terminated User

Click **My Account** near the top right corner of the screen.

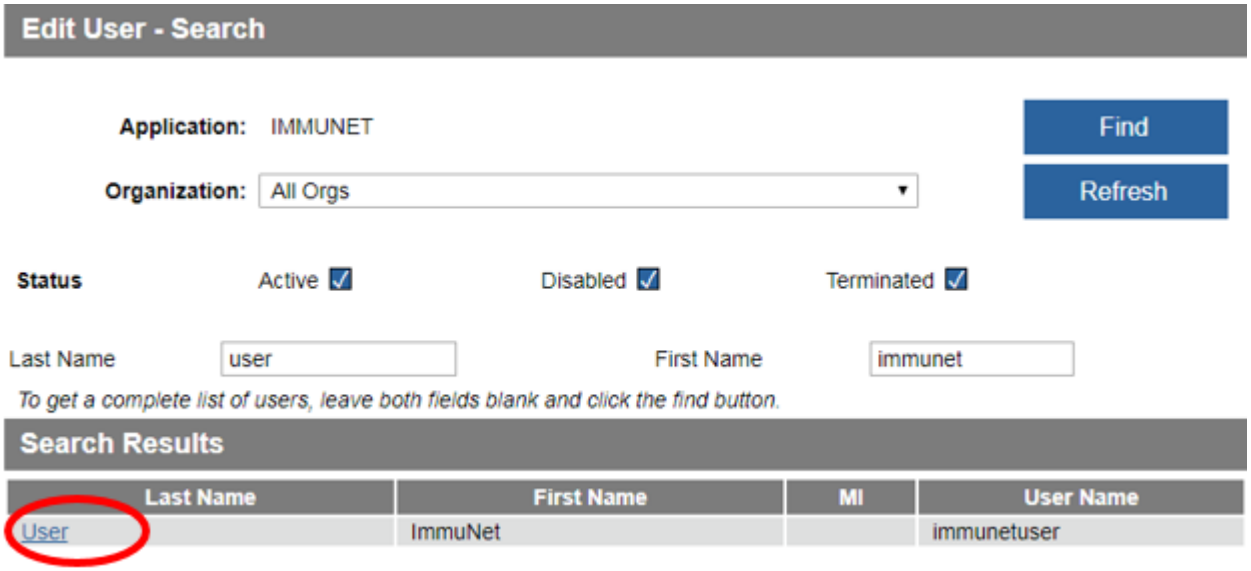
On the left navigator, click **Manage Access**, **Edit User**.

In the section **Status** click in the **Disabled** and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user in the respective fields and then click **Find**.



Select the user to be edited by clicking on the appropriate last name of the user (link in blue).



Go to the section **Step 2 Modify Access** and go to the gray table.

Go to the row in the table that corresponds to the status to be changed. Click in the white check box, then click the blue **Select** button.

Step 2:

Modify Access

Add,remove,or change organizations and roles for this user:

Username immunetuser
User ImmuNet User

Application	
Organization Type	All Types
Organization	
Role	
Add Access	Add

Current list of organizations and applications.

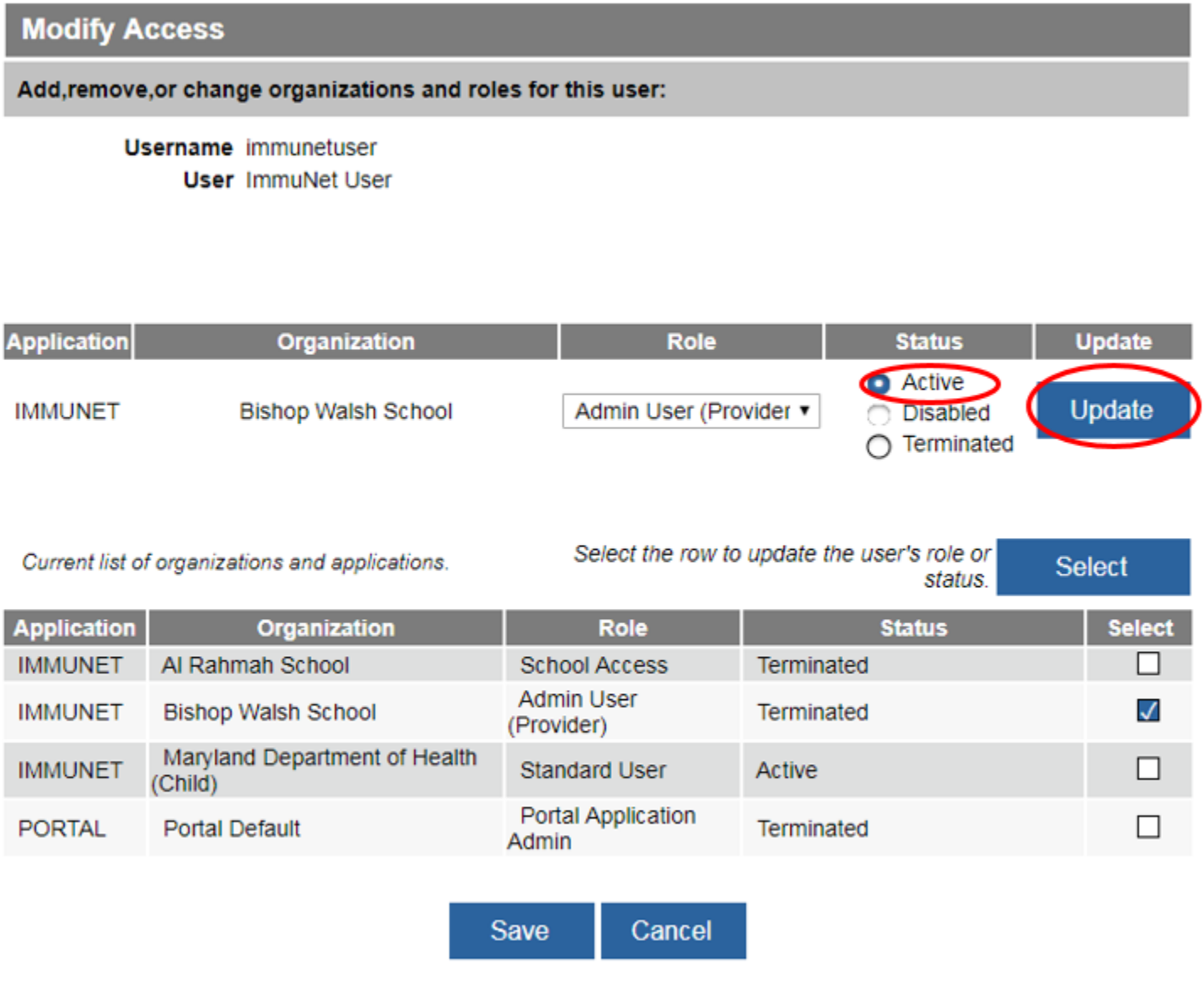
Select the row to update the user's role or status. Select

Application	Organization	Role	Status	Select
IMMUNET	Al Rahmah School	School Access	Terminated	☐
IMMUNET	Bishop Walsh School	Admin User (Provider)	Terminated	☑
IMMUNET	Maryland Department of Health (Child)	Standard User	Active	☐
PORTAL	Portal Default	Portal Application Admin	Terminated	☐

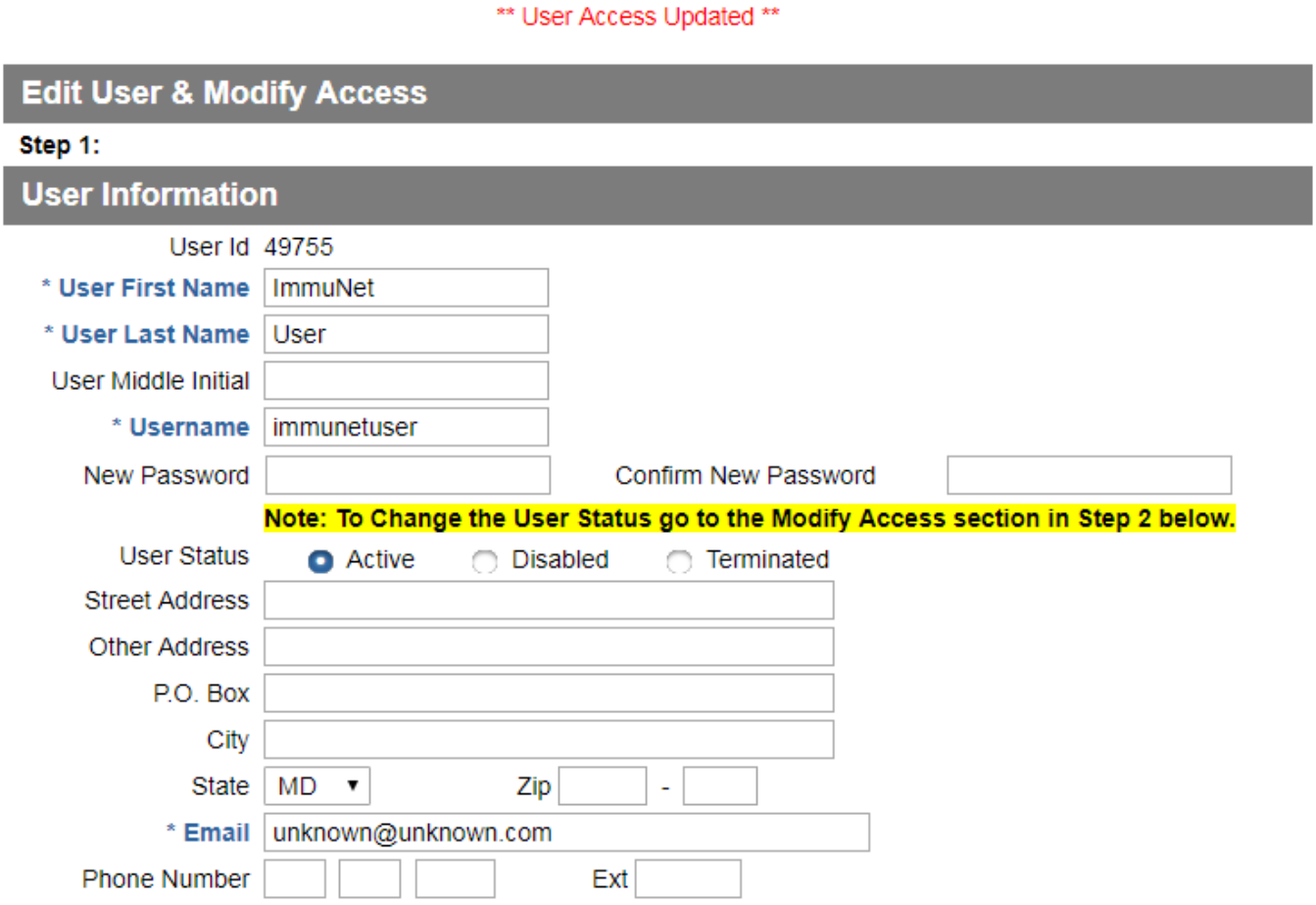
Save Cancel

To re-enable the account, go to just above the gray table and click the radio button **Active** and then to the right, click **Update**.

Step 2:



The change was successful, if you see this message in red, "User Access Updated".



Reset a Password

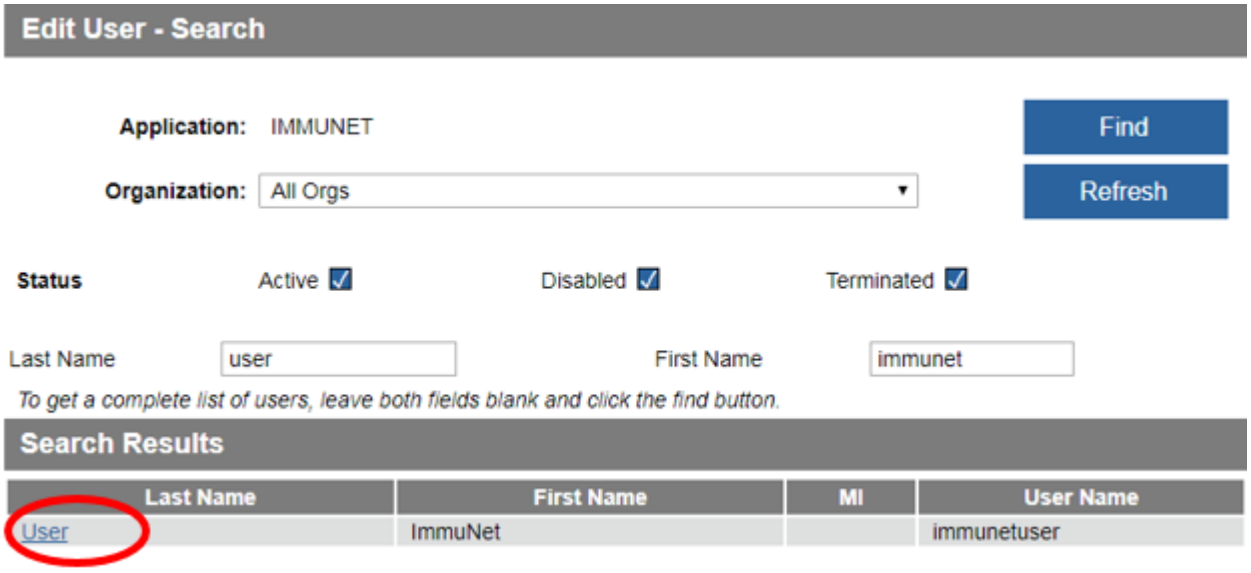
Click **My Account** near the top right corner of the screen.

On the left navigator, click **Manage Access**, **Edit User**

In the section **Status,** click in the **Active**, **Disabled**, and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user in the respective fields and then click **Find**.

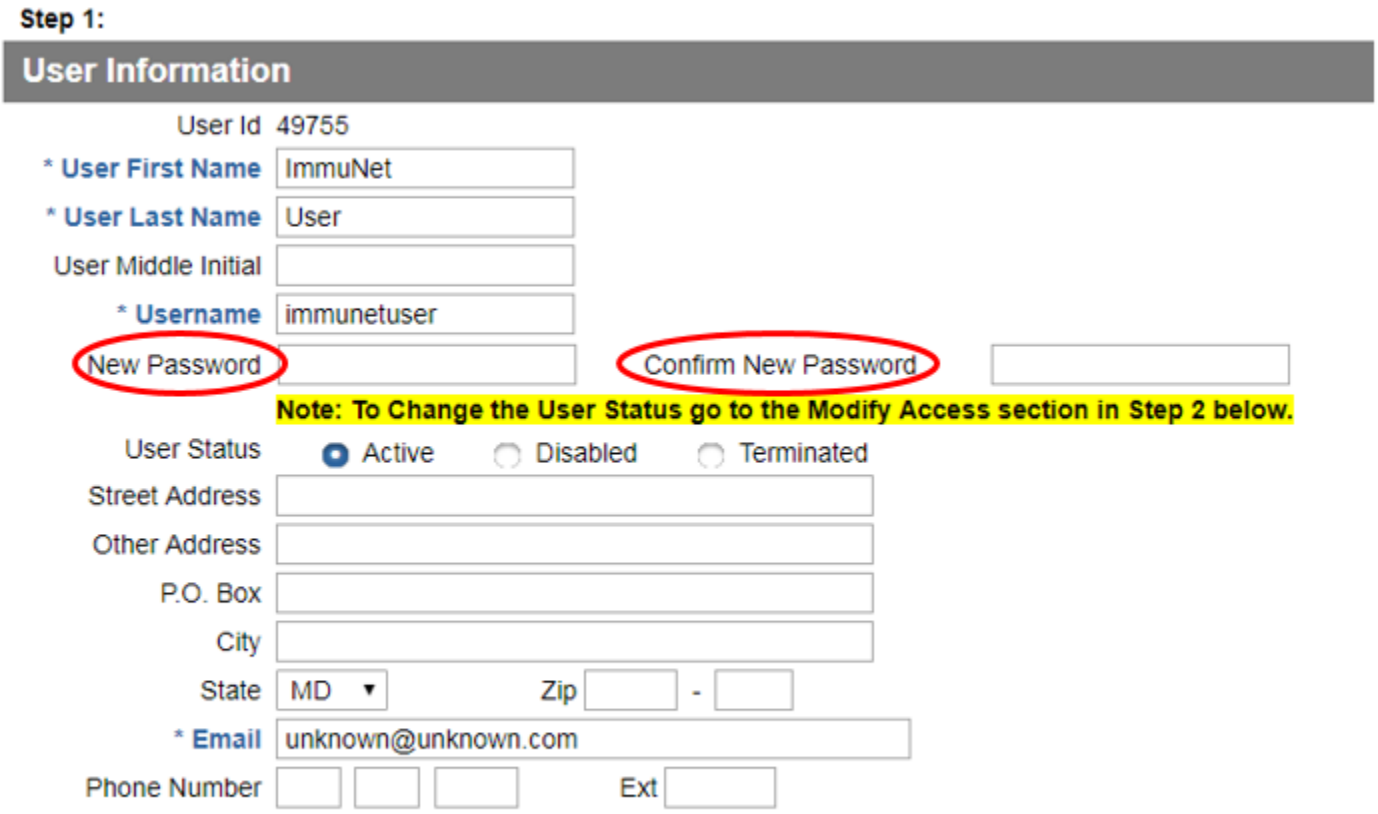
Select the user to be edited by clicking on the appropriate last name of the user (link in blue).



Go to the section **Step 1 User Information**.

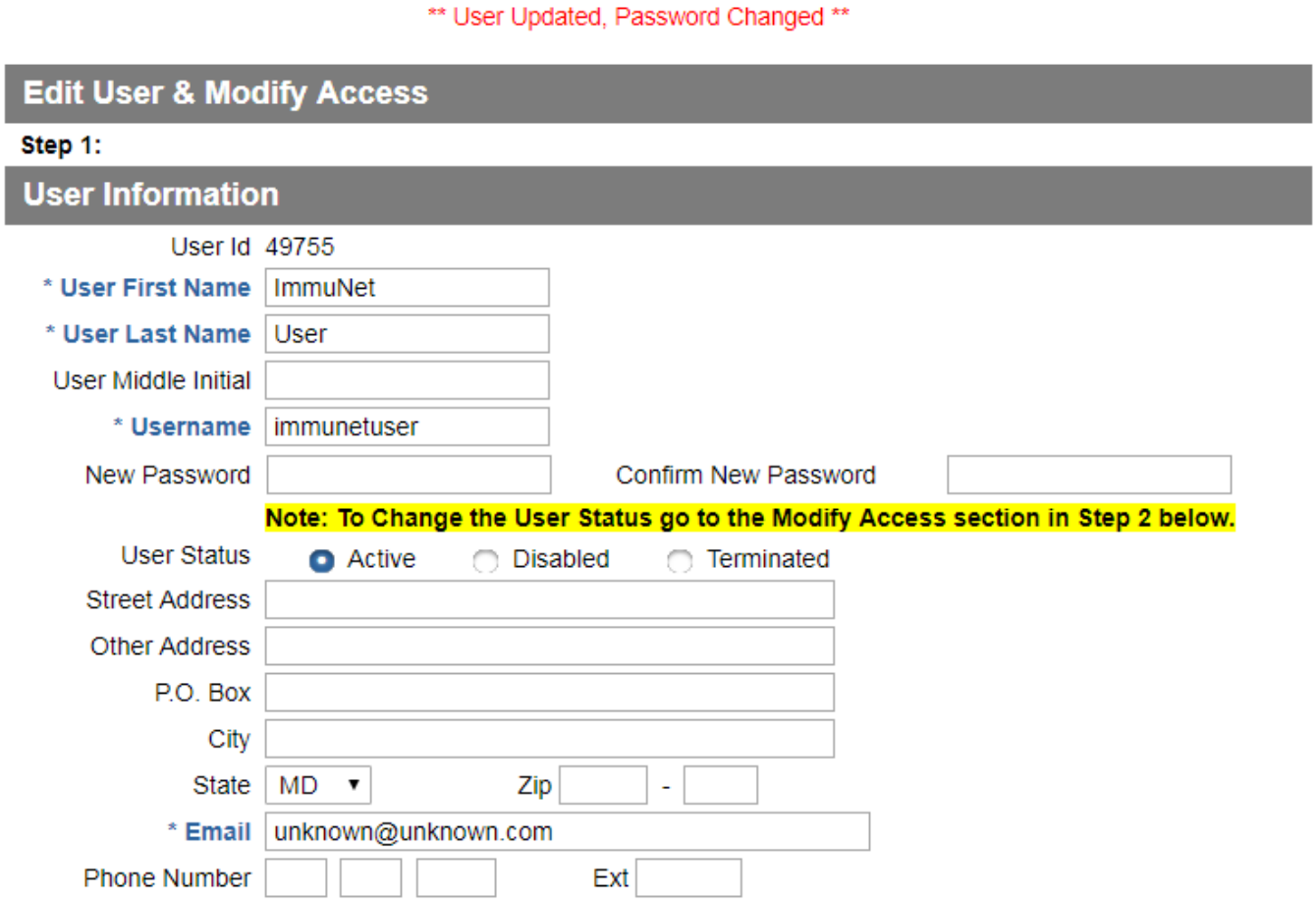
***Password Guidelines** - The password must be at least 8 characters in length, include at least one lower case letter, at least one upper case letter, and at least one number.

Type in a new password in the **New Password** and **Confirm Password** fields (password is case-sensitive) and



then click **Save** at the bottom.

The change was successful, if you see this message at the top in red:



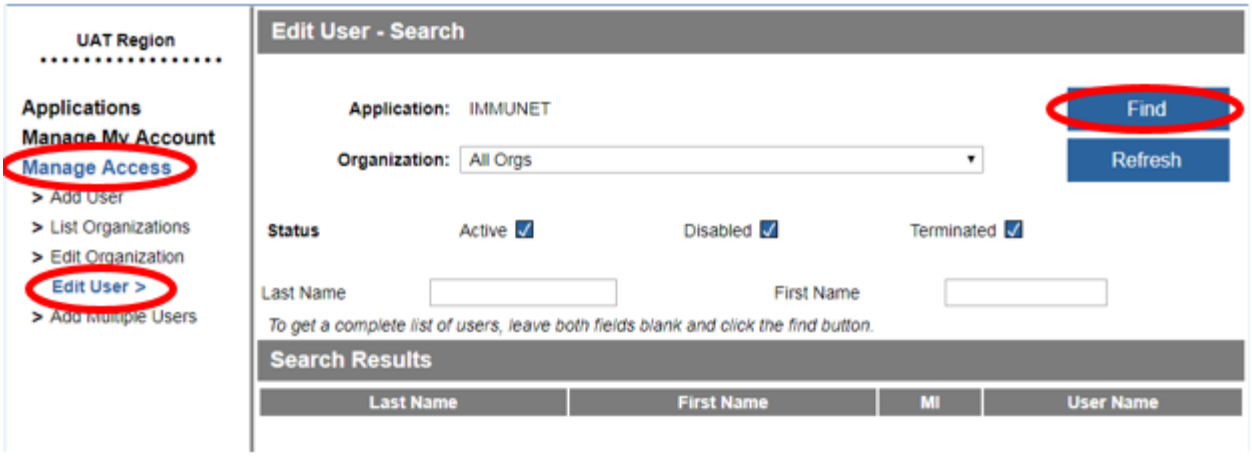
Terminate a User

Click **My Account** near the top right corner of the screen.

Click **Manage Access**, **Edit User**.

In the section **Status**, click in the **Active**, **Disabled**, and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user in the respective fields and then click **Find**.



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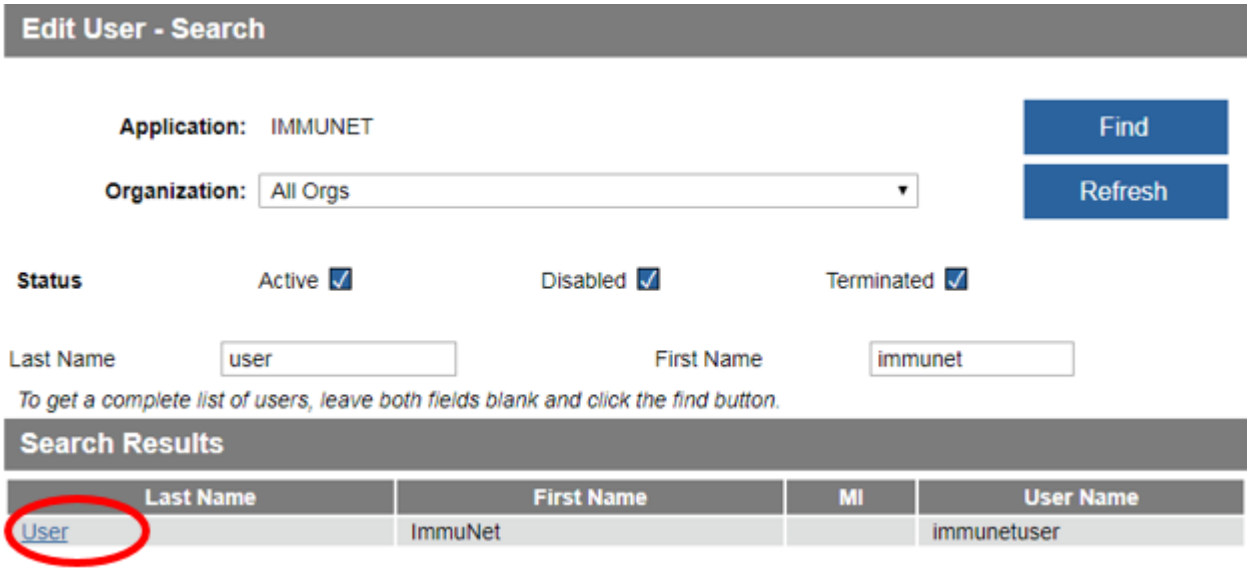

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Step 2:

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Username immunetuser
User ImmuNet User

Application	
Organization Type	All Types
Organization	
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Current list of organizations and applications.

Select the row to update the user's role or status. Select

Application	Organization	Role	Status	Select
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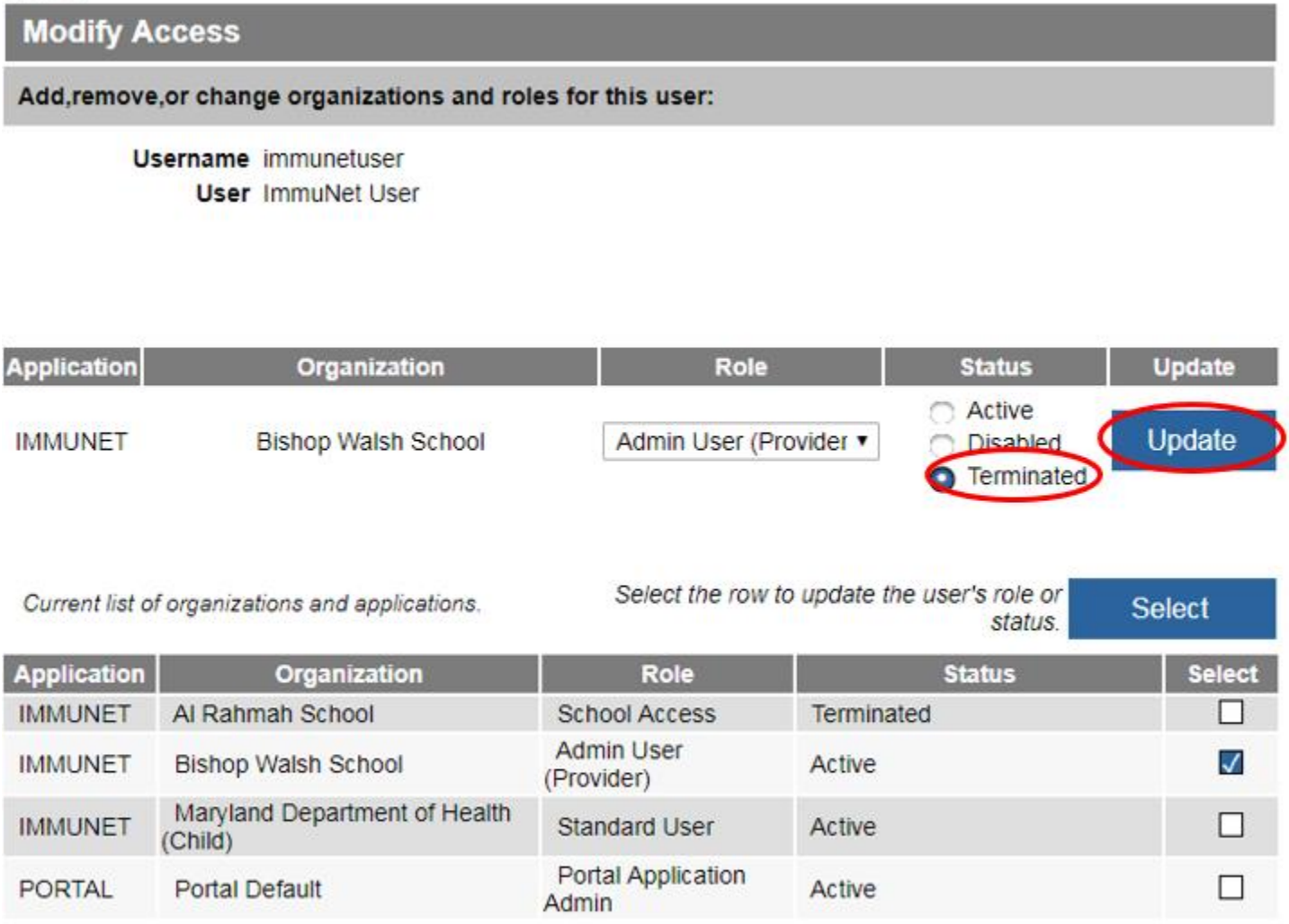
IMMUNET	Bishop Walsh School	Admin User (Provider)	Active	☑
IMMUNET	Maryland Department of Health (Child)	Standard User	Active	☐
PORTAL	Portal Default	Portal Application Admin	Active	☐

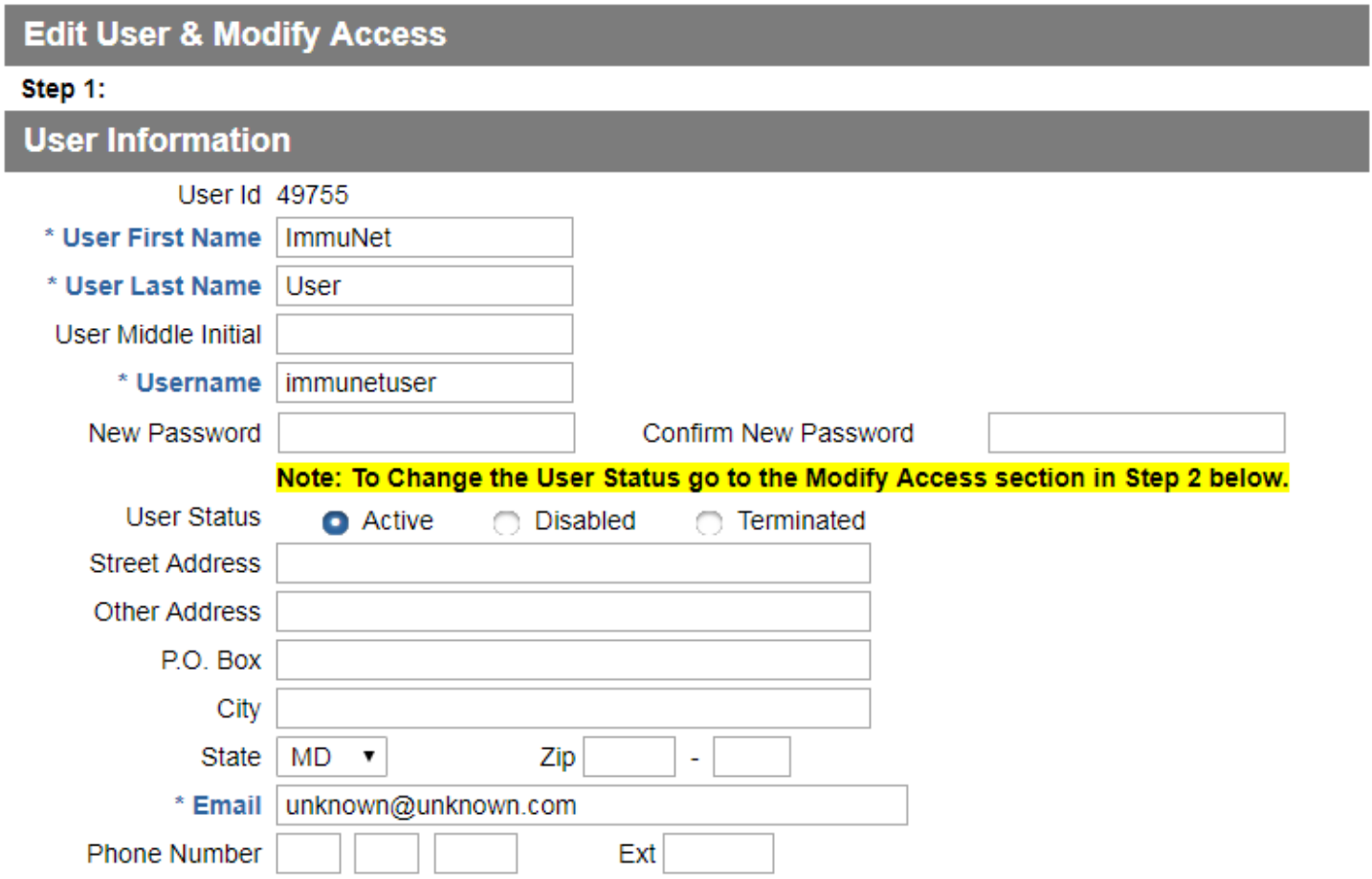
To terminate the account, go to just above the gray table and click the radio button **Terminated** and then to the right, click the button **Update**.

Step 2:



The change was successful, if you see this message at the top in red:

** User Access Updated **



Add an Ordering Authority or Clinician

To add a clinician, on the left navigator, click **Manage Org Selections**, **Manage Clinicians**.

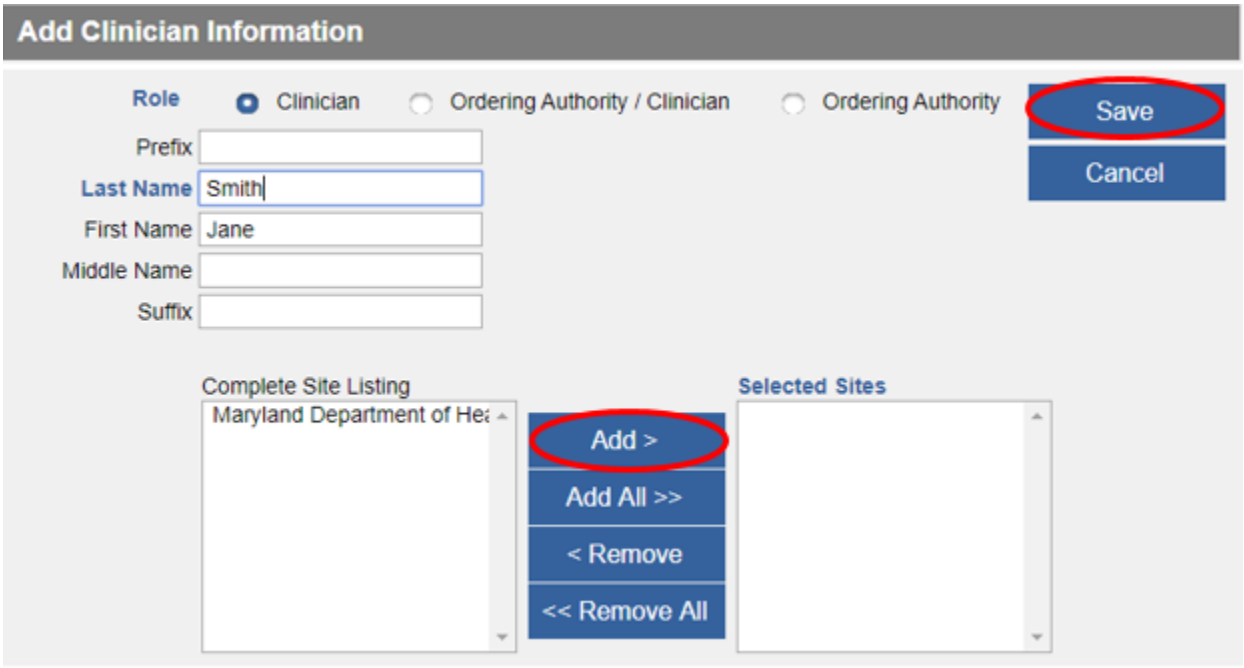
On the right, click **Add Clinician**

Click the radio button **Clinician**.

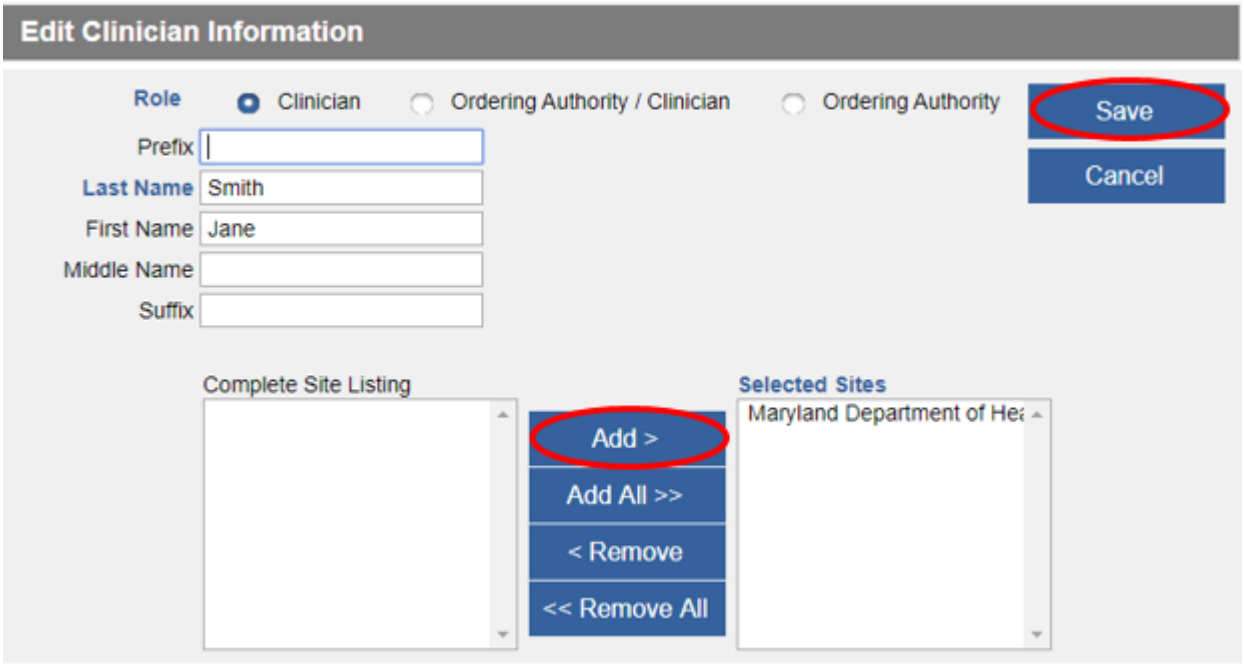
Type in the **Last Name**, **First Name** of the clinician.

Under **Complete Site Listing**, click directly on the name of the organization and click **Add**.

Click **Save**.



The message Record Updated will be displayed in red at the top, if successful.



To add an **Ordering Authority/Clinician**, on the left navigator, click **Manage Org Selections**, **Manage Clinicians**.

On the right, click **Add Clinician**

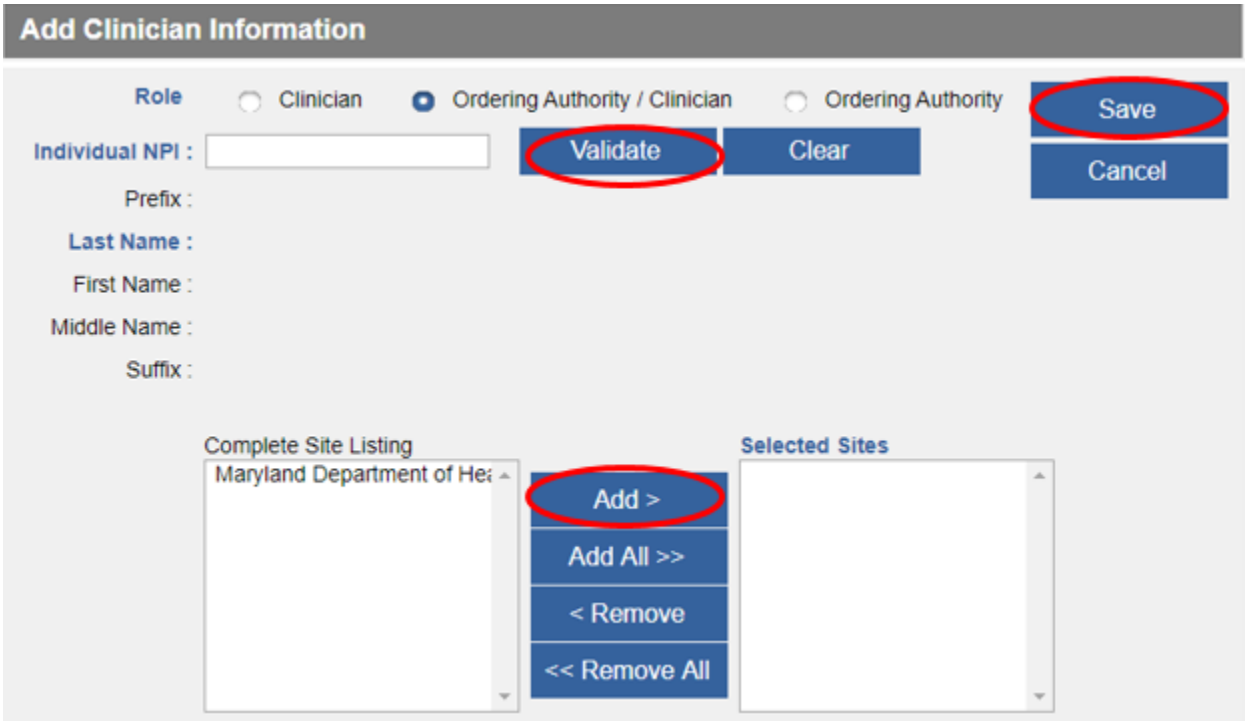
Click the radio button **Ordering Authority/Clinician**

Enter the **Individual NPI** (of the responsible provider of the organization) and click **Validate**.

The **Last Name**, **First Name**, and **Address** (not shown) information should automatically populate in the fields.

Under **Complete Site Listing**, click directly on the name of your organization and click **Add** (to add it under **Selected Sites**).

Click **Save**.



The message Record Updated will be displayed in red at the top, if successful.

To remove a clinician, on the left navigator, click **Manage Org Selections**, **Manage Clinicians**.

Click on the appropriate blue Clinician name link of the clinician.

Click **Delete**.