

New Jersey Department of Health and Senior Services  
Vaccine Preventable Disease Program  
P.O. Box 369, Trenton, NJ 08625-0369  
609-826-4860 (Fax 609-826-4866)  
www.njiis.nj.gov

**NEW JERSEY IMMUNIZATION INFORMATION SYSTEM (NJIS)  
REQUEST FOR CHANGE OF USER SECURITY AUTHORIZATION/  
REQUEST FOR PASSWORD RESET**

Please use this form to change the security access level for an authorized user at your NJIS Site. If you have any questions, please call the NJIS Help Desk at 1-800-883-0059. Fax or mail the completed form to your local Maternal and Child Health Consortia (MCHC) office or the Vaccine Preventable Disease Program, at the address listed above. Information for the local MCHC for your county can be found at [www.njiis.nj.gov/njiis/jsp/trainingschedule](http://www.njiis.nj.gov/njiis/jsp/trainingschedule).

**AUTHORIZED USER AND NJIS SITE INFORMATION**

NJIS User ID: \_\_\_\_\_  
Authorized User Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Title: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Site Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
County: \_\_\_\_\_ Email Address: \_\_\_\_\_

**To be completed by Site Administrator:**

Please check (✓) the appropriate level of access for above authorized user.

- Password Reset**
- Deactivate** above authorized user.
- Reactivate** above authorized user.
- General Reader:**  
Access to view patient information and to run standard reports.
- General User:**  
General Reader access and access to modify or add information to existing patient records, add new patients, perform inventory and perform outreach functions to patients for whom the designated agent's NJIS site has primary responsibility.
- Site Manager:**  
General User access and access to modify critical fields and maintain inventory control records.
- School/College General Reader:**  
Access to view student information and to run standard reports.
- School/College General User:**  
General Reader access and access to modify or add information to existing student's immunization records, add new students, and perform outreach functions to students for whom the designated agent's NJIS site has primary responsibility.
- VFC Data Entry:**  
Access assigned by the VFC Program for vaccine accountability.

Site Administrator Name (Print): \_\_\_\_\_ Email Address: \_\_\_\_\_  
Site Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR NJIS USE ONLY**

User ID: \_\_\_\_\_ Assigned By: \_\_\_\_\_  
Date Set Up or Access Changed: \_\_\_\_\_  
Date Deactivated: \_\_\_\_\_ Date Password Reset: \_\_\_\_\_  
Other: \_\_\_\_\_