ADULT IMMUNIZATION REGISTRY

USERS' GUIDE

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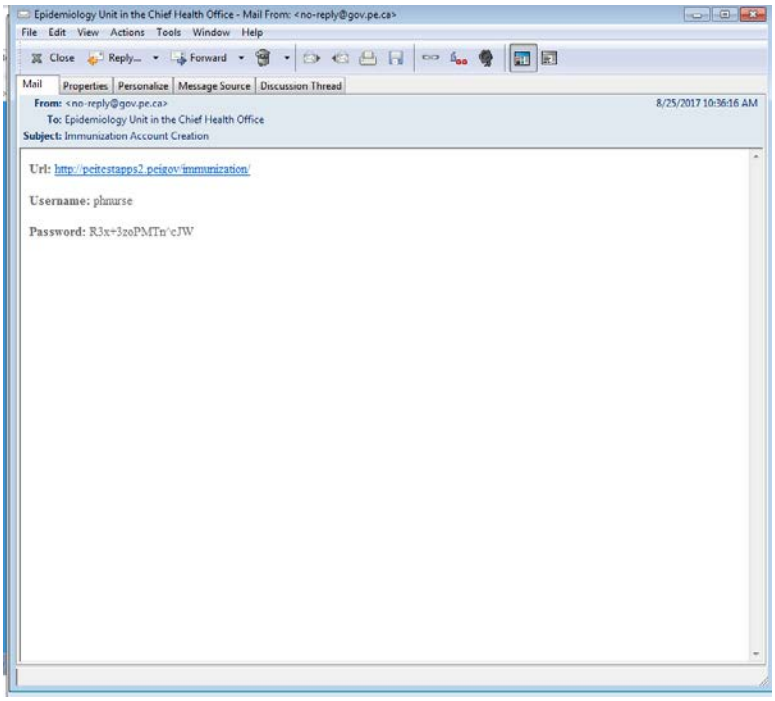
The Adult Immunization Registry (AIR) is being implemented as part of the Adult Immunization Strategy and in response to requirements of the associated legislation and regulations. Data is collected from hospitals, pharmacists, physician billing, ISM, Employee health and data collated at the CPHO. Practitioners in the field can see an adult client's immunization history and print it for the client on request.

To access the system, a username and password will be provided to you when an account is created. The password is system-generated and gets sent to the email address associated with the username added to the system.

You will receive an email like the one below with your login when your information is entered in the system to create your account.

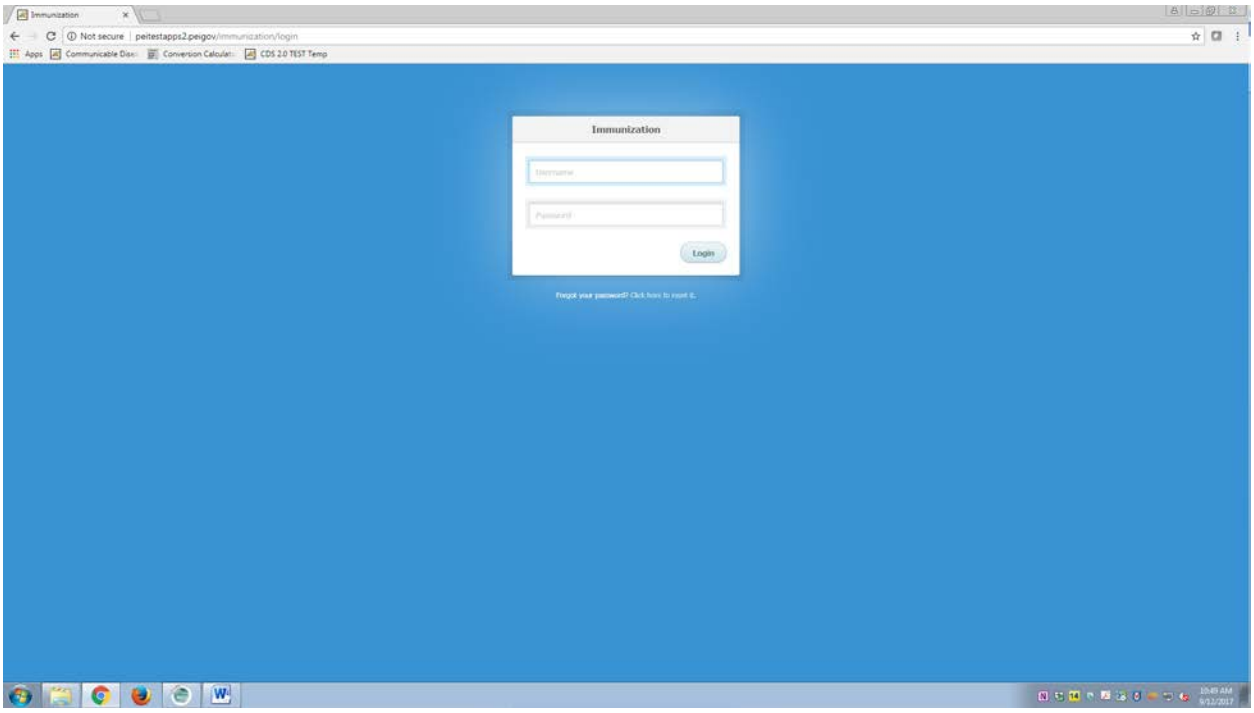
Sample Email:



Clicking on the URL in the email will take you to the AIR system.

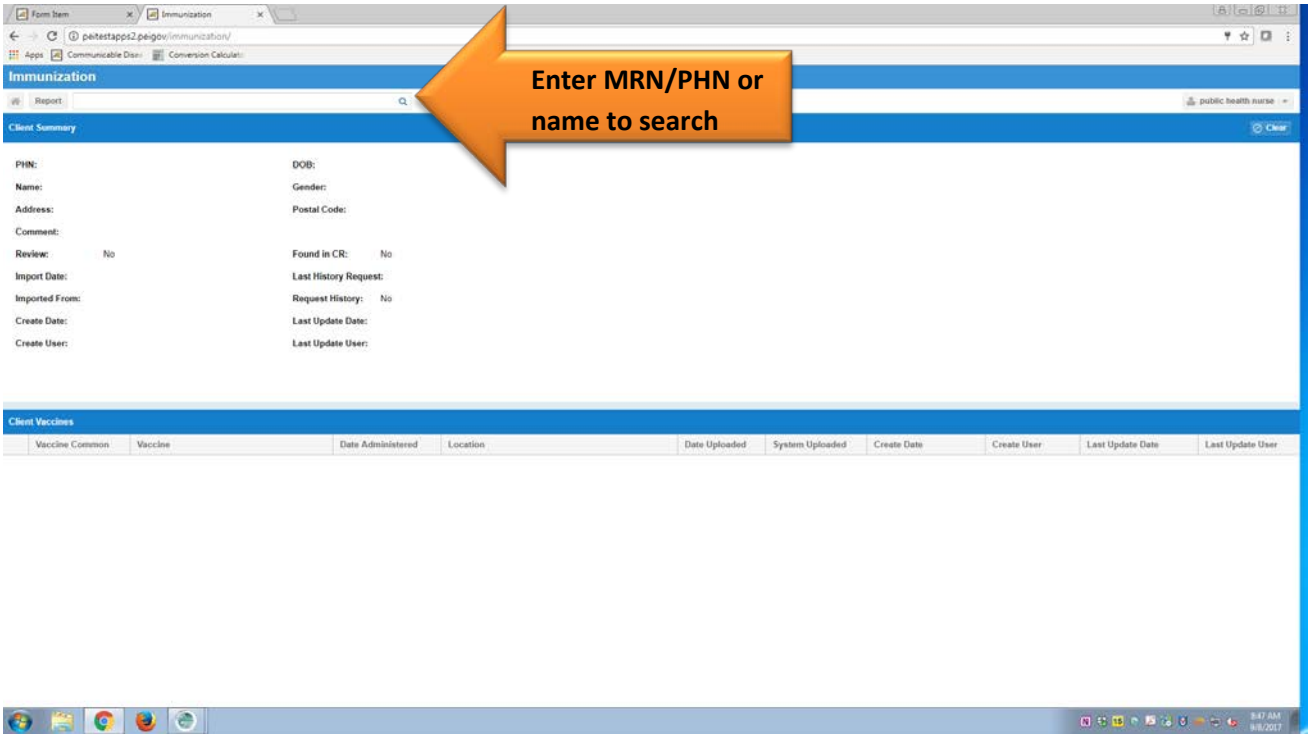
The URL will take you to the log-in screen where you will enter the username and password provided through the email. If you forget your password, you can click on a link in the log-in screen to reset it. It is system generated and you do not go through the CPHO office.

Log-in Screen:



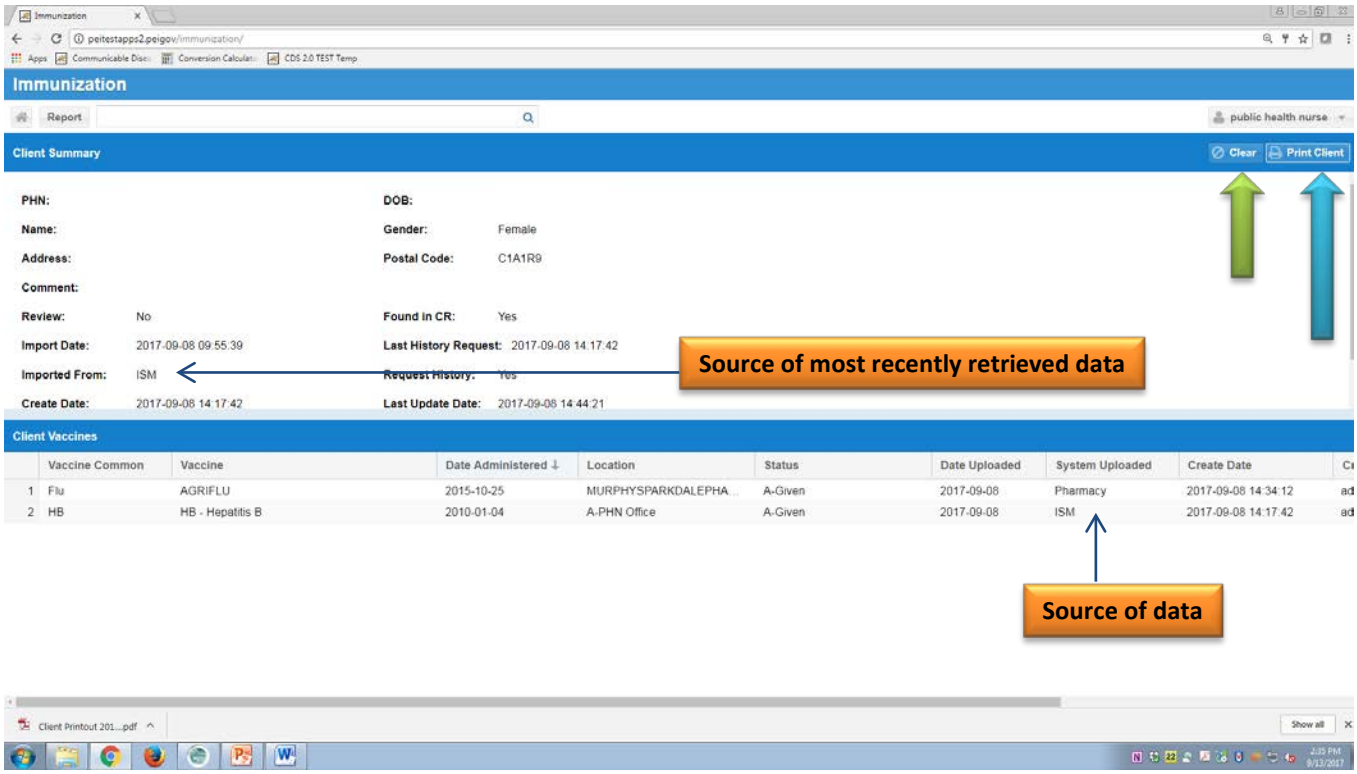
When you log-in, this will be the access or dashboard screen you will see. In the search bar, enter the name or the MRN of the client. Using the MRN as your look-up parameter will find one person, using name will find all persons with those letters in any part of their name. Select the client when displayed and press enter. The client information will display on the screen

Dashboard Screen :



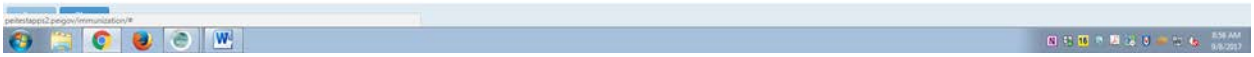
The client information displays on the screen as below. If the client wants a paper copy, there is a "**Print Client**" button on the far right of the screen. When your interaction with the client is complete, click on the "**Clear**" button located next to the "Print Client" button to clear the data from the screen.

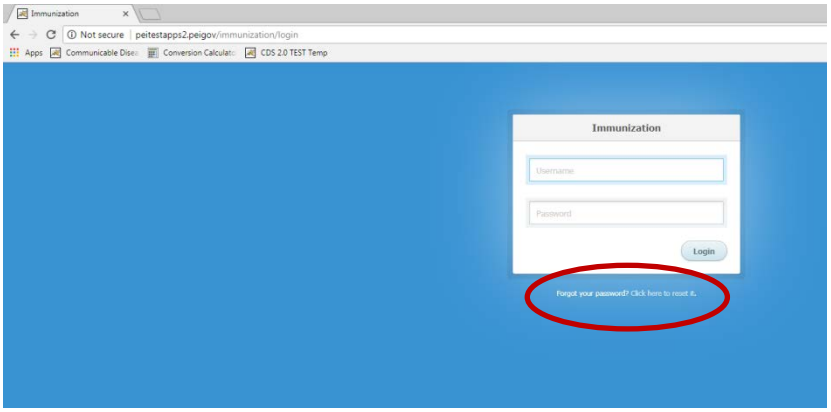
Client Information screen:



You will see that your **name** is displayed on the far right of the screen. Clicking on the arrow at the end of your name will reveal a list of actions. Selecting "**Change Password**" will allow you to change your password to one that is easy to remember. As usual when changing passwords, you must enter your current password once and then the new one twice. Selecting "**Logout**" ends your session in the system.

Change Password





If you forget your password, you can click on the link on the log-in screen and a new password will be sent to you by email. Using that new password, log-in to the system and reset your password.

With this system, you do not contact CPHO for password issues.