

School Renewal

Instructions

Purpose of this document

Background: Assist Schools with the renewal process for each school year

Topics Covered: Instructions for School Renewal in the Wisconsin Immunization Registry

After reviewing this document, you should be able to: Complete the renewal process for each of your schools.

Instructions for School Renewal in the Wisconsin Immunization Registry

- 1) For Schools that already exist in WIR and,
 - You are a returning principal
 - You are a new principal
 - Have changed your respective contact information or school address information
- 2) Go to the WIR website: <https://www.dhfswir.org>
- 3) Enter your login credentials and select "Login".
- 4) If you do not have the account information, you will need to contact the WIR Help Desk at dhswirhelp@dhs.wisconsin.gov or (608) 266-9691 for assistance.
- 5) The WIR Help Desk will provide the credentials, and the school must immediately log in to WIR (<https://www.dhfswir.org>) and perform the "Renewal" to update the account.

NOTE: Policy dictates that the main account holder completes the account renewals due to sensitive login information shared. This process must be completed accurately to connect the user to the account.



The screenshot shows the Wisconsin Immunization Registry website. At the top, there is a navigation bar with links for HOME, FORMS, RENEWAL/REGISTRATION, and RELATED LINKS. A map of Wisconsin is visible in the top right corner. On the left side, there is a login form with fields for Org Code (S9876), Username (zz1234), and Password (masked with dots). A "Login" button is located below the password field. Below the login form, there is a warning message: "DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER." and a "Forgot Password?" link. The main content area features a "Hot Topics" section with a link to "HT-1" and a "Welcome to the Wisconsin Immunization Registry" message dated 05/15/2008. Below this, there are several links: "About Wisconsin Immunization Registry", "About Strategic National Stockpile", "About Public Immunization Record Access", "Disclaimer", and "Contact Us". At the bottom, there is a "Public Immunization Record Access" section with a welcome message and instructions on how to access records using a social security number or Medicaid ID.

*You are logged in when you see your organization, name and role in yellow across the top

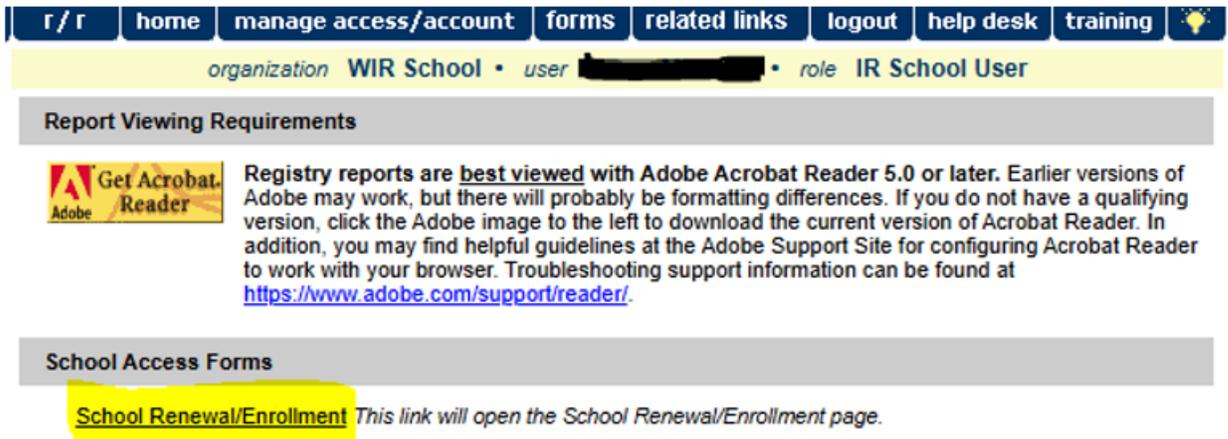


6) Once on the landing page, select "r/r" tab at the top left of the screen.



7) Select the "School Renewal/Enrollment" link under the School Access Forms section. The School Renewal Form will load and populate with the information that WIR currently has on file.

IMPORTANT: *You must be logged in to WIR under the correct school to renew.*



The **School Renewal Form** will load and populate with the information that WIR currently has on file.

WARNING:

DO NOT use this page for other school renewals, it is only for the specific school that you logged in as. Do not overwrite the information with that of another school.

If you need to renew access for another school, logout of WIR and login using the credentials for that school.

School Renewal Form

* School/District Name

* School District

* School ID

* Local Health Department

* Address

PO Box

* City

* State * Zip Code -

* Principal/Superintendent (F L)

* Email

* Area Code * Phone Number Ext

8) You should update the information in the fields to reflect the current school information including principal name, email address and phone number.

See directions and examples in the table below.

Field	Description	Example	Note
School/District name	This should preload with the information that is in WIR, and it should be the name of one (1) specific school.	Mountainview Elementary	DO NOT enter the school district name or the name of any other school.
School District	Name of school district	Madison School District	
School ID	The school LEA code		DO NOT change the existing value that WIR has listed.
Local Health Dept.	Health Dept. for specific school listed above.	WIR Public Health Dept.	
Address	Address for specific school listed above.	1 W Main St.	Use the physical address of the school
PO Box	Post Office Box number		
City	Location of the specific school listed above.	Madison	
State/Zip Code	State/Full Zip code	WI 53703-3405	
Principal/Superintendent	Head of individual school only	Joe Principal	DO NOT use any other name, nurse, admin etc.
Email	Email address for principal/dean only	joep@mountainview.k12.wi.us	DO NOT use email from nurse, admin, etc.
Area Code/Phone #	Phone number for principal	608-266-9691	DO NOT list district school number, nurse, admin. etc.

DO NOT use an email address from the office, nurse, or other staff, doing so will lead to the renewal being Denied.

9) Click "Save" and then click "Approval Forms," this will generate the form(s) to be signed.

10) Principal (or designee) will download and/or print the form(s). You may have 1-2 forms to sign, the system will produce these. The forms are:

- a) Authorization to Renew Access
- b) WIR Organization Security and Confidentiality Agreement

11) The principal signs and dates form(s), one (1) signature on the Authorization to Renew Access and two (2) signatures on the Security and Confidentiality Agreement.

DO NOT alter information generated on these forms. Only the principal's signature will be accepted.

12) Email form(s) to dhswirhelp@dhs.wisconsin.gov or fax to (608) 267-9493 Attn: WIR Helpdesk.

13) Permanent login information will be assigned once WIR receives the forms, reviews and approves the request. An email will be sent to the account holder confirming this information.

14) The account holder should call the helpdesk at 608-266-9691 to receive a temporary password. Passwords can only be given verbally and cannot be given to any other member of the school staff.