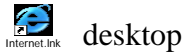


## How Do You Log In?

- ① Click on the Internet Explorer icon on your



desktop

Type the following address:

http://sandiegoimmunizationregistry.org

- ② Press Enter then click on “SDIR Login”

You can now login at www.sdir.org!

- ③ Type in your Username

(lower case letters only)

- ④ Type in your Password

(lower case letters only)

- ⑤ Click on “Login”

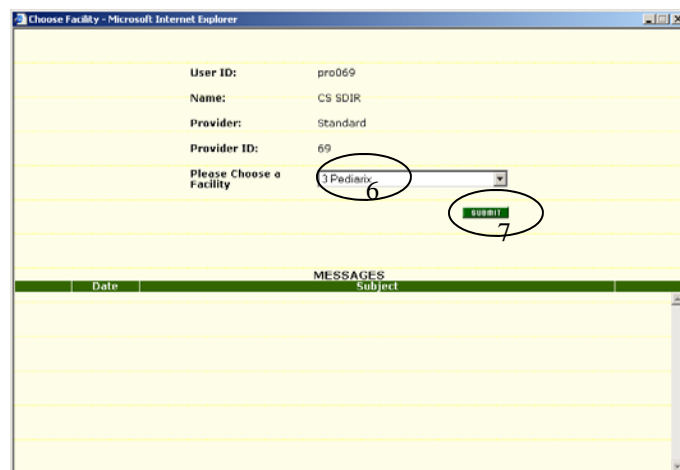


- ⑥ Choose a Facility

(this is the facility where the shots will be or were given)

**Be careful!** Make sure you choose the correct facility!

- ⑦ Click on “Submit”



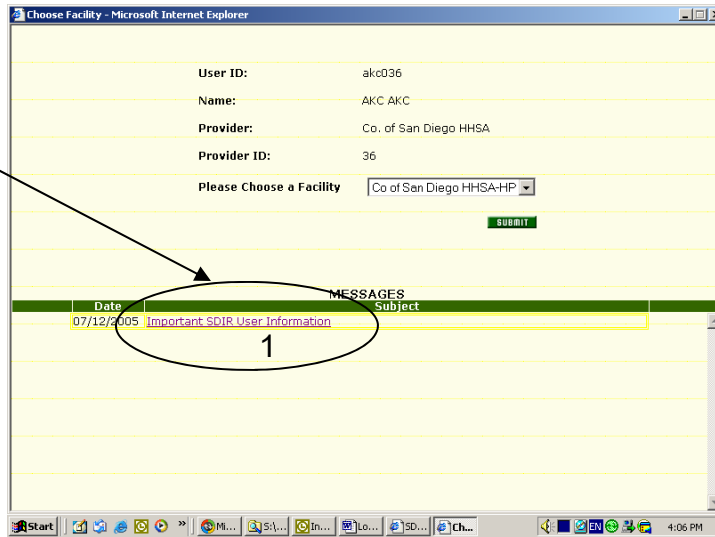
Please note: The SDIR session will be timed out after 60 minutes unless you move the mouse in the application. The “session timeout” is to protect personal health information.

## Reading SDIR Broadcast Messages

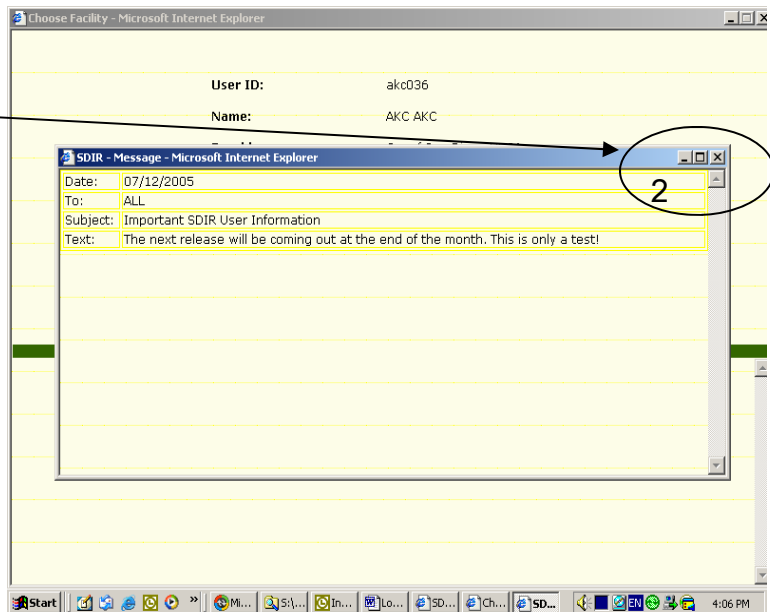
SDIR will periodically post a message to all or some users regarding important information about the registry.

The messages will be removed by the SDIR administrator after a determined period of time.

① Click on the underlined text to open a box to see the entire message.

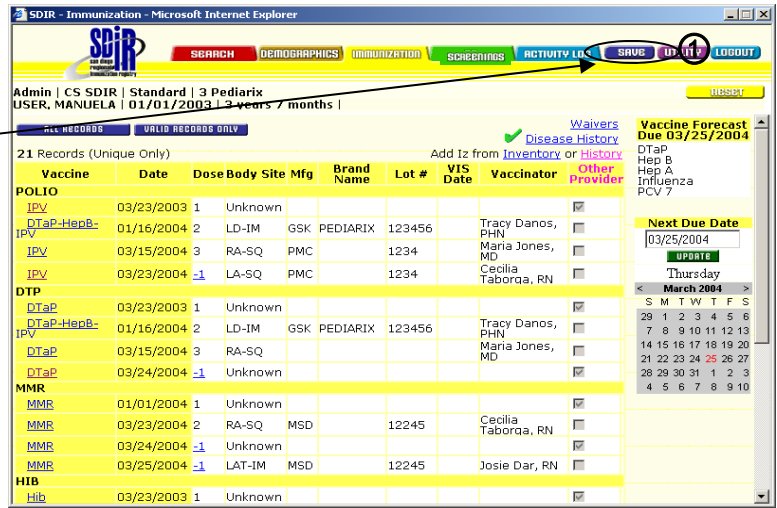


② Once the entire message has been read, click on the “x” at the top right corner to close the box.



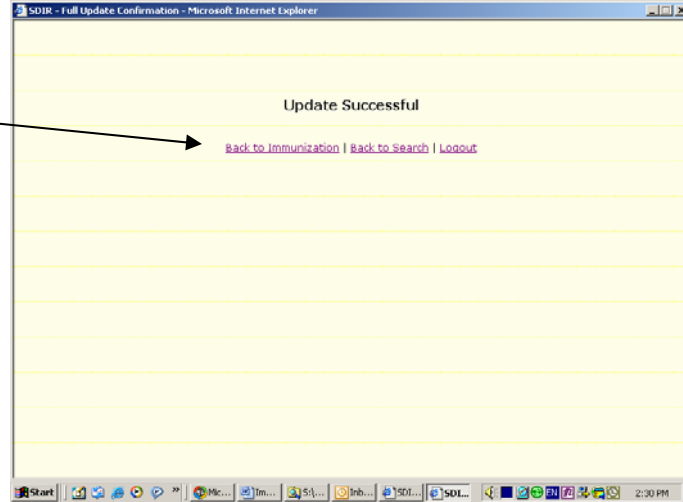
## How to Save Changes

Click on the SAVE tab after you have entered all information pertaining to the patient.



You will be redirected to a screen which will give you three options: 1) to return to the place where they were such as Immunization, Demographics, etc., 2) to go back to Search, or to 3) Logout.

Note: The three after save option are only available on the main



**You can move freely from screen to screen without needing to save as you go. In fact, it is better NOT to save every step as each one will be listed in the ACTIVITY LOG.**

## How to Log Out

Even though users will be automatically logged out after 30 minutes of inactivity in the application, it is recommended to develop the practice of logging out.

