



Colorado Immunization Information System Instructions for CIIS Main Application and School Application

Connectivity Instructions

All Sites connecting to the Colorado Immunization Information System (CIIS) main application and school application must have Internet connectivity.

Protection

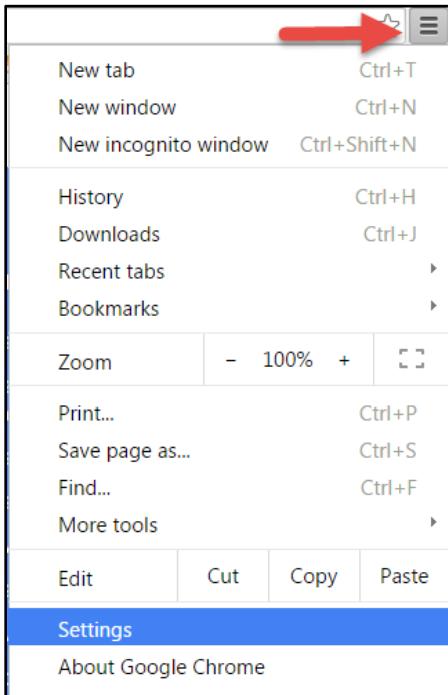
If CIIS participating sites use a digital connection (e.g., DSL, ISDN, T1, etc.), then they must also use a *virus protection package* that is updated weekly. Additionally, each computer that connects to CIIS through a digital line must have a *firewall* protecting it from the Internet.

Web Browsers

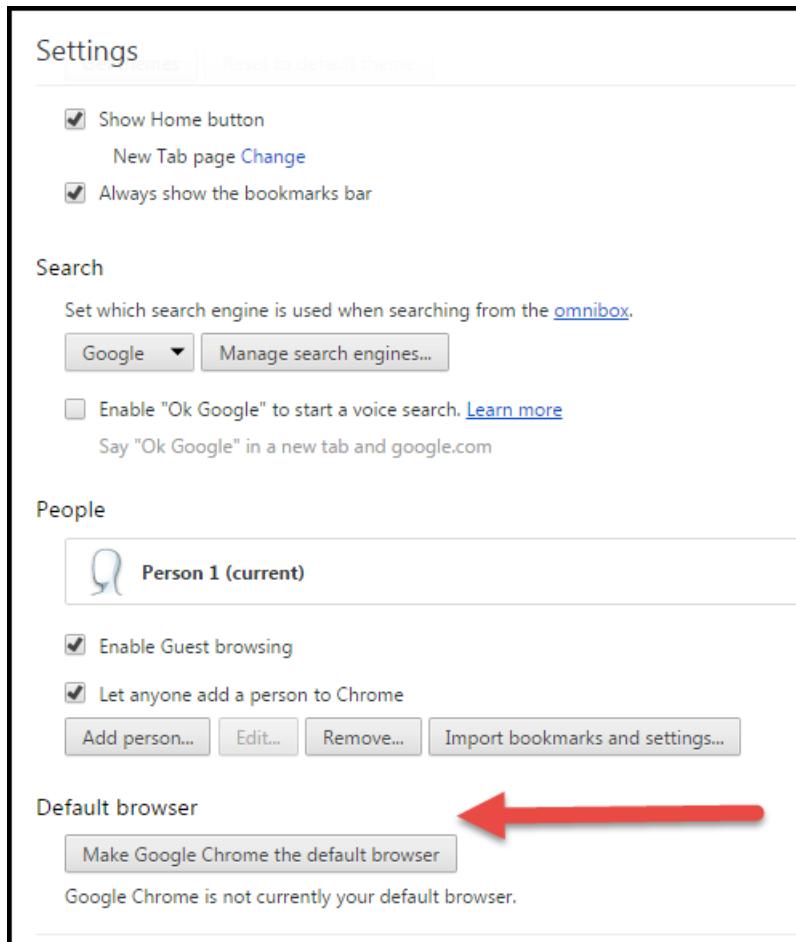
CIIS supports Google Chrome, Mozilla Firefox, and Internet Explorer (IE) 11.0. Due to the differences inherent in each browser, there will be slight differences in the appearance and/or performance of CIIS depending upon the browser used. Currently, CIIS does not work correctly when using Safari. If you are using an Apple computer, please consider downloading and installing Google Chrome.

Note: Some Internet Service Providers such as Earthlink or AOL may modify your browser. We recommend NOT using them as certain features and functionality in CIIS will not perform or display correctly. Google Chrome is the preferred CIIS web browser; therefore, if you have multiple web browsers installed on your computer, it is advisable to set Google Chrome as the default browser. To make Google Chrome your default web browser, follow the steps below:

- ◆ Open Chrome.
- ◆ Click the Chrome menu, which is located on the top right side of your screen.
- ◆ Next, click *Settings*.



- ♦ In the *Default browser* section, click on the *Make Google Chrome the default browser* button.
Please note: If you don't see the button, then Google Chrome is already set as your default browser.



Instructions for Companion Software and Windows Updates

Adobe Acrobat Reader

You will need Adobe Acrobat Reader to be able to view and print the reports and forms available in the CIIS web application. To download Adobe Acrobat Reader, go to: <http://www.adobe.com> and perform the following actions:

1. Select *Adobe Reader* from the *Downloads* tab.
2. Verify your system requirements, operating system, and language. Click the download button and follow the directions to finish the installation of Adobe Acrobat Reader on your computer.

Windows Updates

CIIS recommends that all computers receive the most recent Microsoft Windows updates as they become available. To verify that your computer has the most recent updates go to: <http://www.windowsupdate.com> and perform the following actions:

1. Click on *Check for Updates*.
2. Install any needed *Critical Updates* or patches.

Recommendations for Optimal Functioning of CIIS

Display Resolution:

For optimal viewing of the CIIS web application, we recommend users have a display resolution of at least 1024 x 768.

To change the display resolution on your computer:

(**Note:** These instructions may vary slightly depending on the version of Windows you are using.)

- ♦ Right-click with your mouse on an empty spot on your desktop wallpaper.
- ♦ Select *Properties* and left-click with your mouse.
- ♦ Select the *Settings* tab.

- ◆ Change the resolution by using the *Screen Resolution* slider bar, moving it to the right until the correct resolution (1024 x 768) is shown below the bar.
- ◆ Click *Apply* and then click *OK*.

Instructions on how to update your browser settings to work properly with the CIIS Web Application

Please click on the link below that corresponds to the browser that you will be using when accessing CIIS:

- [Google Chrome](#)
- [Internet Explorer](#)
- [Mozilla Firefox](#)

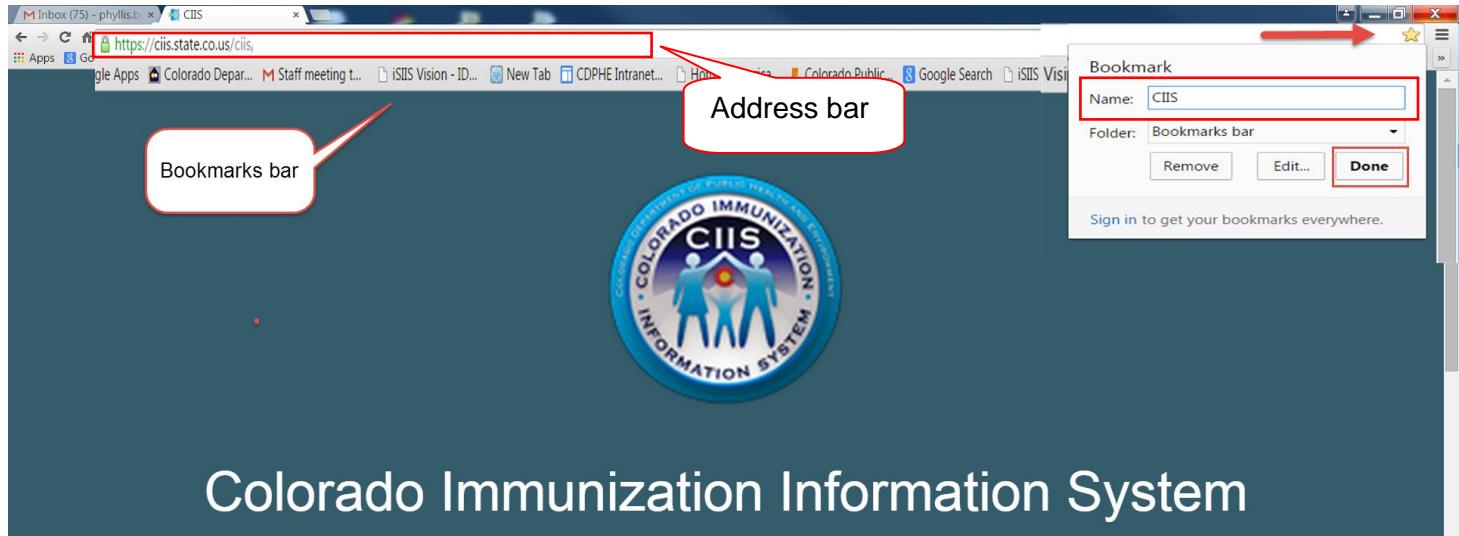
Google Chrome

Creating a Bookmark to the CIIS Website

If you use Google Chrome as your default browser, you can create a bookmark to make it easier to return to CIIS.

- ◆ In the address bar enter the URL <https://ciis.state.co.us/ciis> (healthcare provider application) or <https://ciis.state.co.us/school> (school application) and then click the star icon.
- ◆ The *Bookmark* window will now appear. Enter CIIS in the *Name* field and click *Done*.

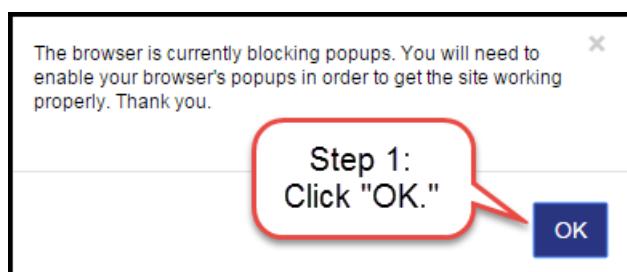
Next time you want to return to the CIIS website, just click on *CIIS* from the bookmarks bar or click on  in the top right corner of your screen and select *CIIS* from the drop-down menu.



Pop-up Blocker

The pop-up blocker must be turned off to ensure that CIIS is able to send all necessary messages. If a user clicks on a button in CIIS and sees a message that says *The browser is currently blocking pop-ups*, then follow the instructions below to turn off the pop-up blocker:

1. Click *OK*



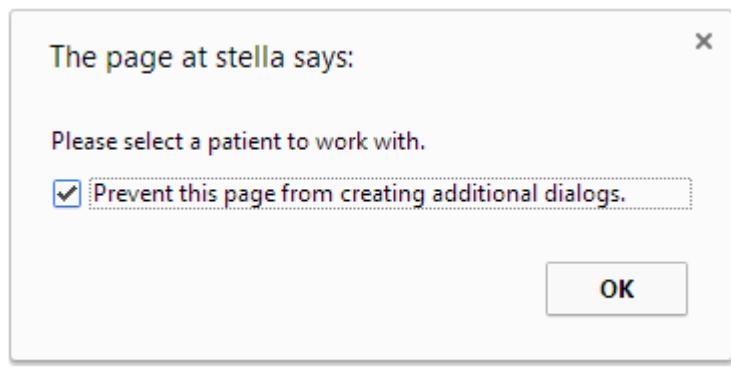
2. Click on  in the upper right corner of your browser.
3. Select *Always allow pop-ups from ciis.state.co.us* and click *Done*.



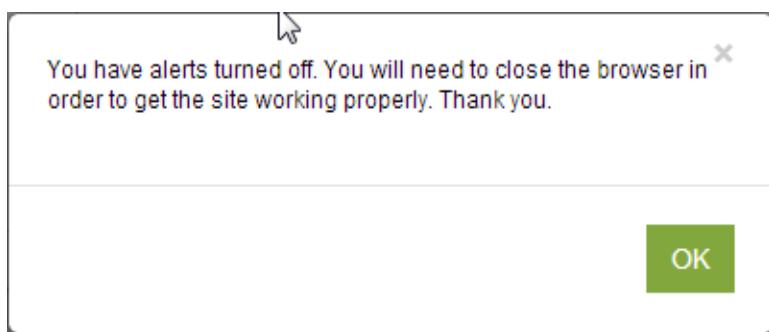
Alert and Confirm Dialogs

Alert and confirm dialog boxes **MUST** be enabled to ensure a user is able to view and respond to all necessary messages in CIIS. In Chrome, it is possible for a user to disable alert and confirm dialogs from appearing on the screen. If you see a dialog that includes the message *Prevent this page from creating additional dialogs* while using CIIS, please be sure the check box is **NOT** checked.

Sample of an Alert and Confirm Dialog. If you see this message, please be sure to uncheck the box next to *Prevent this page from creating additional dialogs*.



If a user does check the option to *Prevent this page from creating additional dialogs* and alerts become disabled, a warning message will appear notifying the user to re-enable alerts by clicking *OK* and closing the browser.



Internet Explorer (IE)

Creating a CIIS Icon (Shortcut) on Your Desktop in IE

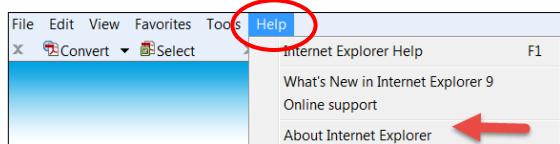
To create an icon on your computer desktop as a quick link to the CIIS web application, please follow the instructions below:

- ◆ Right-click with your mouse anywhere on your desktop, select New > Shortcut.
- ◆ To create a shortcut to the **main CIIS web application for healthcare providers**, type <https://ciis.state.co.us/ciis> in the *Type the Location of Item* field. Then click *Next*.
- ◆ In the *Name for Shortcut* field, type *CIIS - Main*. Then click *Finish*.
- ◆ To create a shortcut to the **school CIIS web application for schools** (including child care centers, Head Start programs and other educational entities), type <https://ciis.state.co.us/school> in the *Type the Location of Item* field. Then click *Next*.
- ◆ In the *Name for Shortcut* field, type *CIIS - School*. Then click *Finish*.
- ◆ To test the newly created shortcut, find the new icon on your desktop. It will be titled either *CIIS – Main* or *CIIS-School*.
- ◆ Double-click on the CIIS icon. Internet Explorer should open to the CIIS web application homepage.

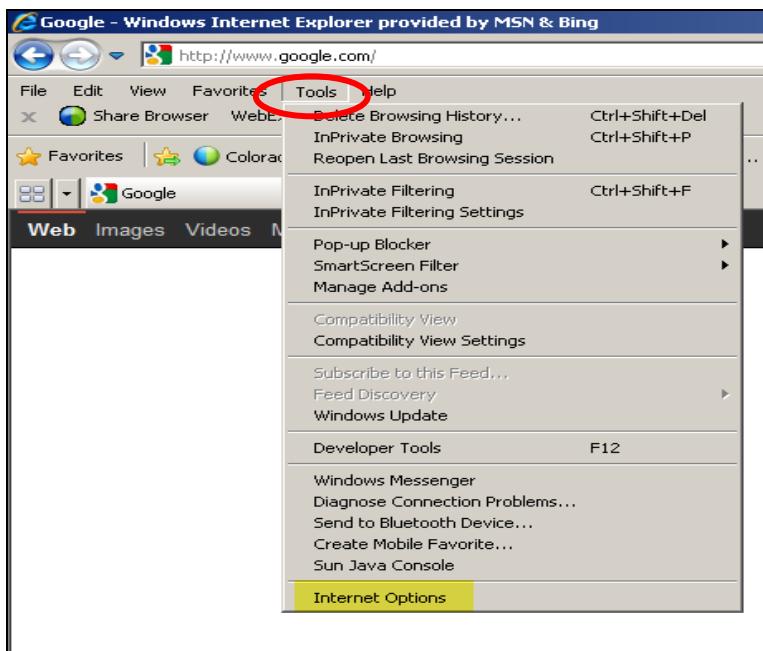
Settings for PCs

Please note: You might notice slight differences in the settings dialog box.

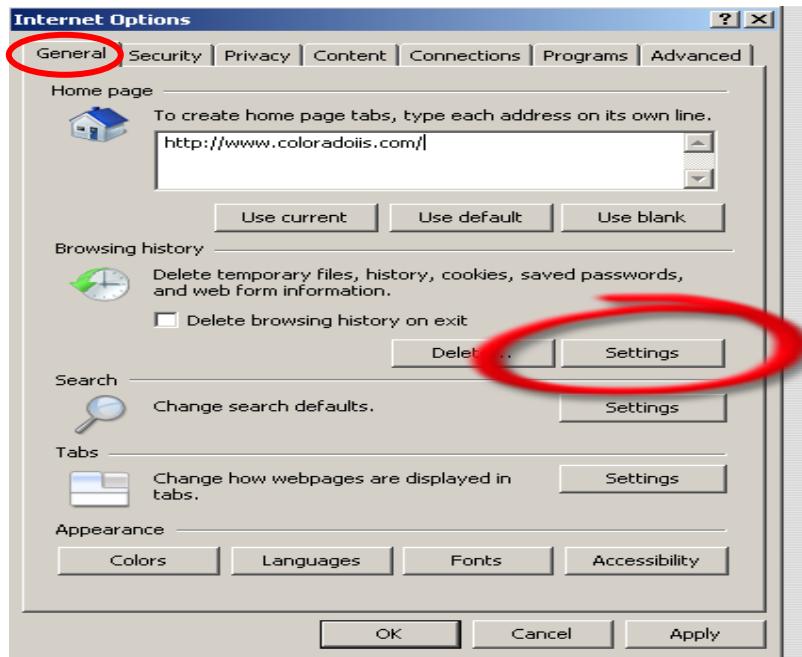
First, verify the version of IE that you have by opening IE and clicking on the *Help* button. Next, click on *About Internet Explorer* and confirm which version of IE appears in the pop-up window. Click *OK* to close the pop-up window. **It is not recommended that earlier versions of IE (e.g., IE 6, 7, 8, 9 or 10) are used, as Microsoft is only supporting IE 11.**



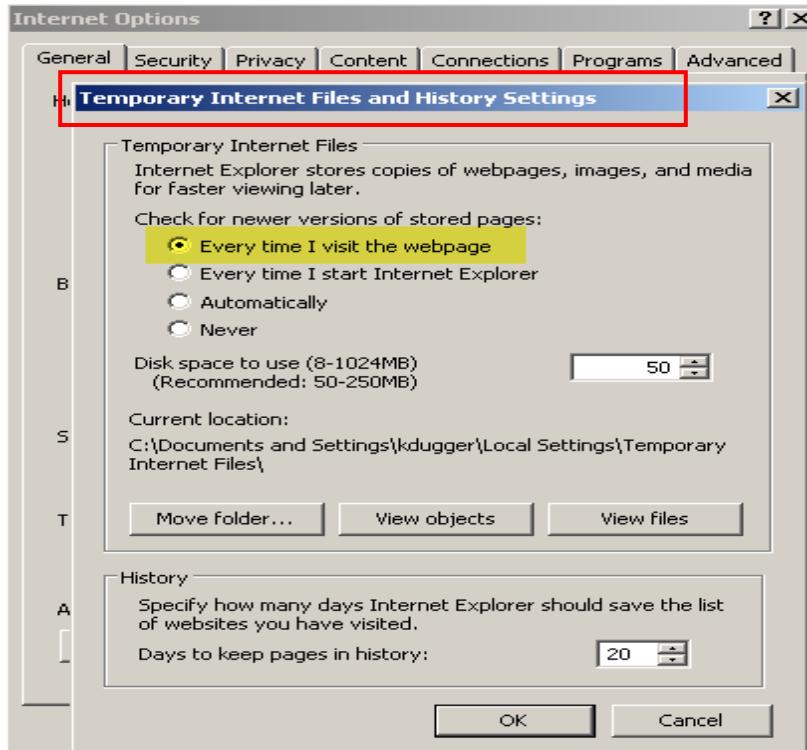
To adjust the settings, click on *Tools* and select *Internet Options*.



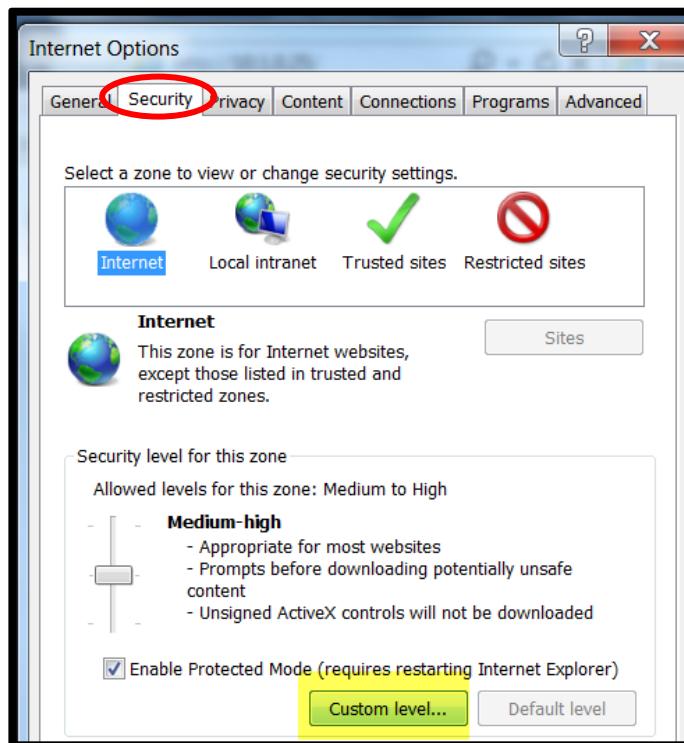
Click on the *General* tab in the *Internet Options* window and the *Settings* button under the *Browsing history* section.



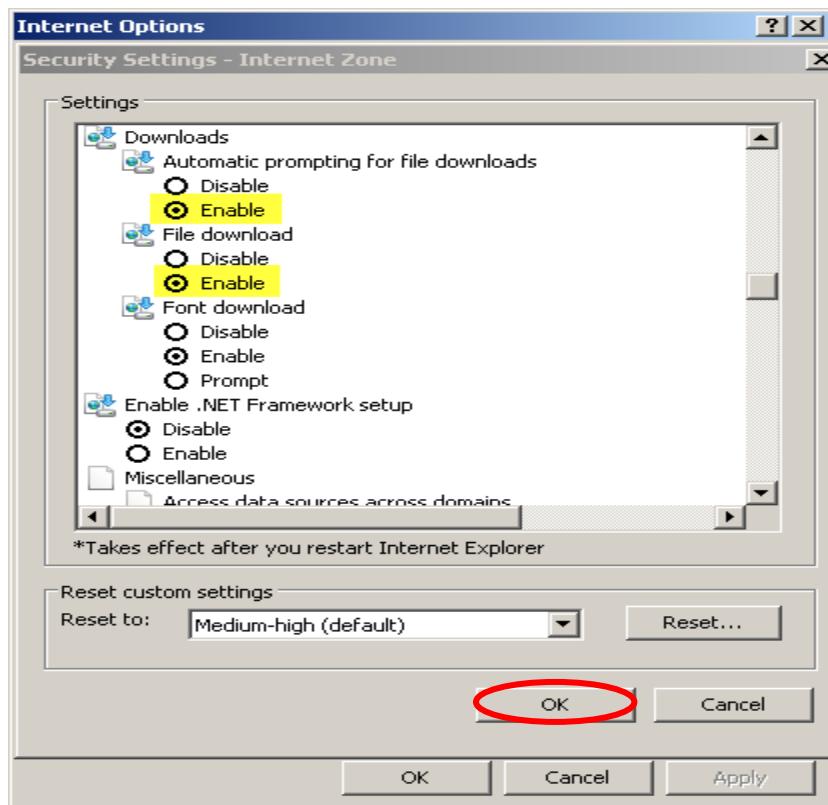
Click on the button next to *Every time I visit the webpage* under *Temporary Internet Files and History Settings* section to check for newer versions of stored pages and then click *OK*.



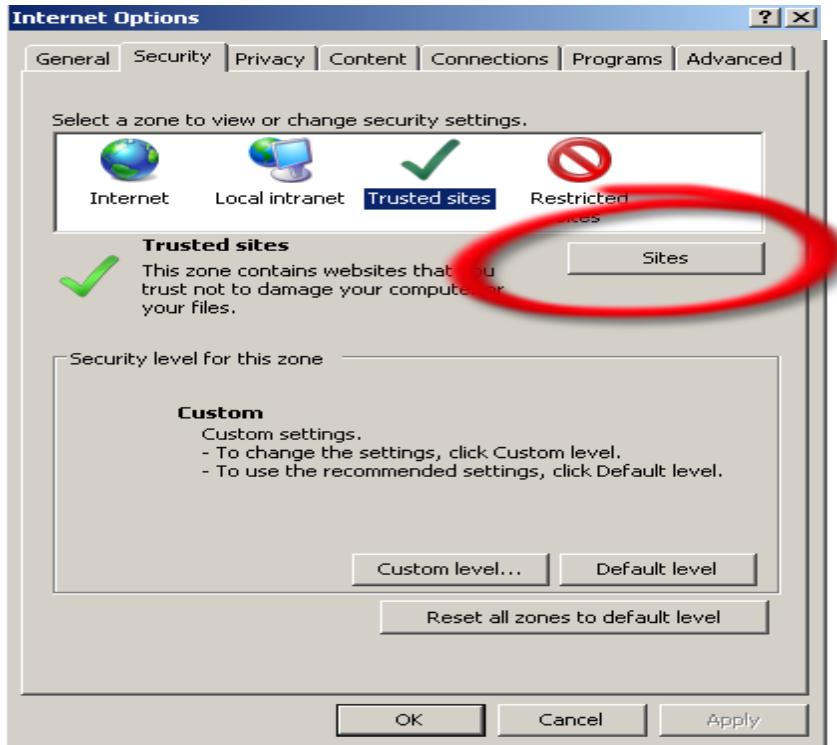
Click the *Security* tab in the *Internet Options* window, ensure *Internet Options* is highlighted (in blue) at the top, and click on the *Custom level* button.



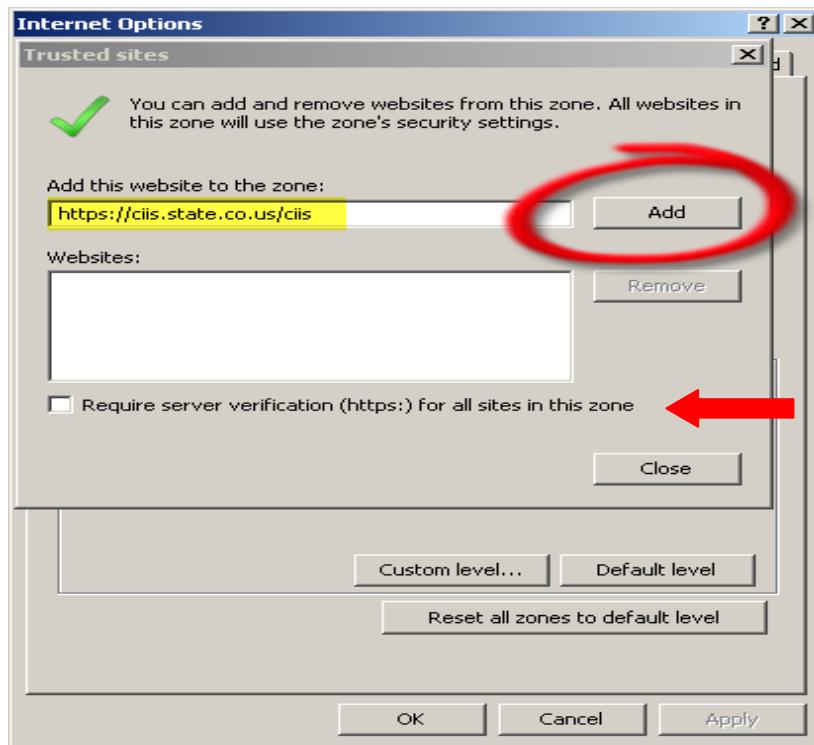
Scroll down to *Downloads* and select *Enable* for *Automatic prompting for file downloads* and *File download*. Click *OK*.



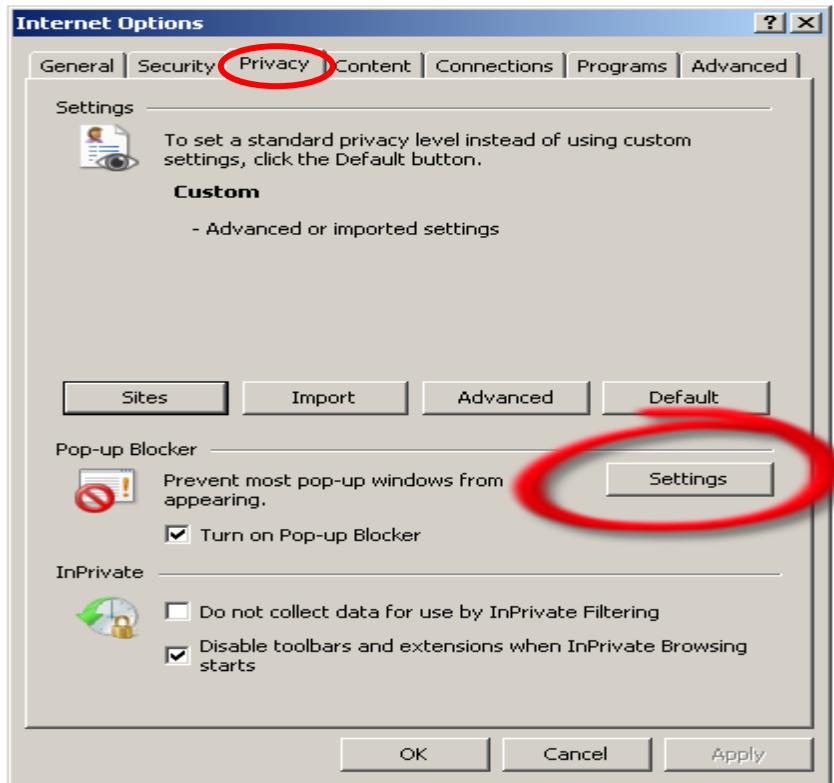
Click on *Trusted Sites* and select *Sites*.



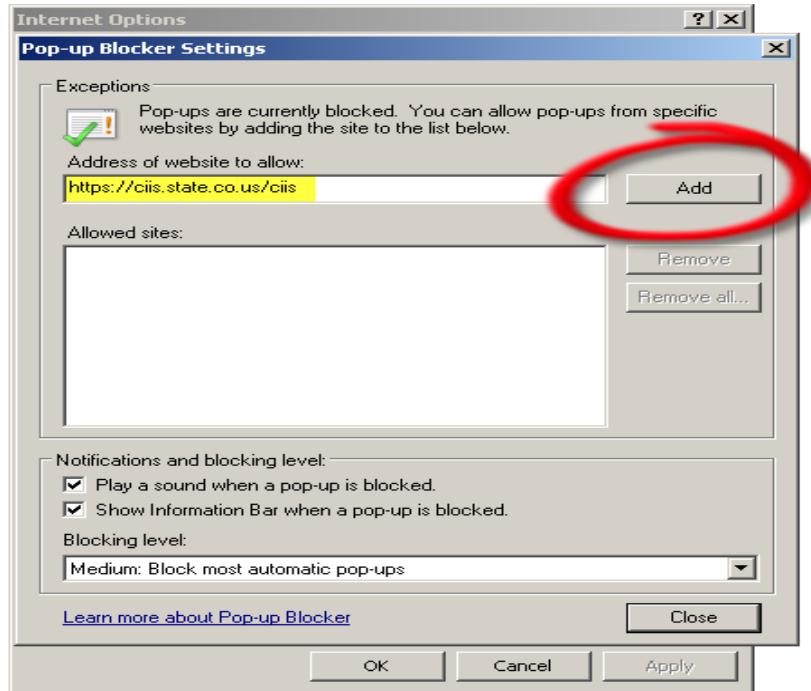
Add the <https://ciis.state.co.us/ciis> (healthcare provider application) or <https://ciis.state.co.us/school> (school application) URL in the *Add this website to the zone* box and click *Add*. Make sure the *Require server verification (https:)* for all sites in this zone box is unchecked. Click *Close* and then click *OK*.



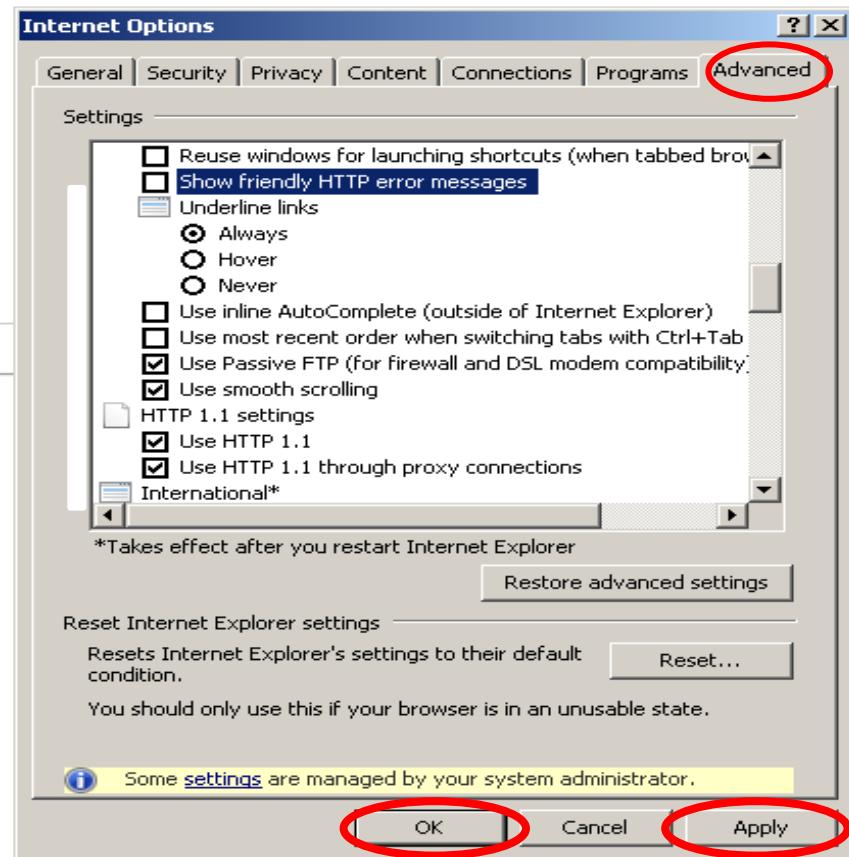
Open the *Privacy* tab in the *Internet Options* window, and select the *Settings* button under the *Pop-up Blocker* section. (You cannot select this button if the *Turn on the Pop-up Blocker* box is not checked).



Type: <https://ciis.state.co.us/ciis> (healthcare provider application) or <https://ciis.state.co.us/school> (school application) URL in the *Address of website to allow* field. Click *Add* and then click *Close*.



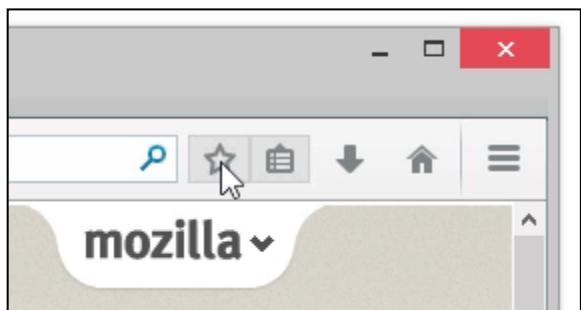
Open the *Advanced* tab in the *Internet Options* window, and uncheck the box that indicates *Show friendly HTTP error messages*. Click *Apply* and then click *OK*.



Mozilla Firefox

Creating a Bookmark to the CIIS Website

To create a bookmark, click the star in the toolbar. The star will turn blue and a bookmark for the current page you are on will be created in the Unsorted Bookmarks  folder.

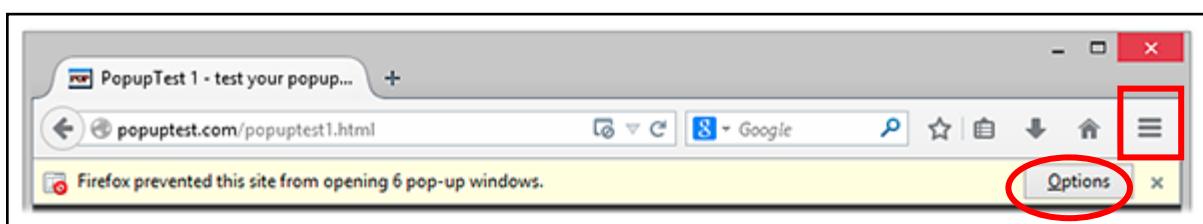


Pop-up Blocker

When using Mozilla Firefox, the pop-up blocker must be turned off to ensure that CIIS is able to send all necessary messages. If a user clicks on a button and no window is displayed, the user must check to see if the pop-up blocker is turned off. (Please note: If the pop-up blocker is turned on, a warning message will appear notifying the user to turn off the Pop-up blocker.)

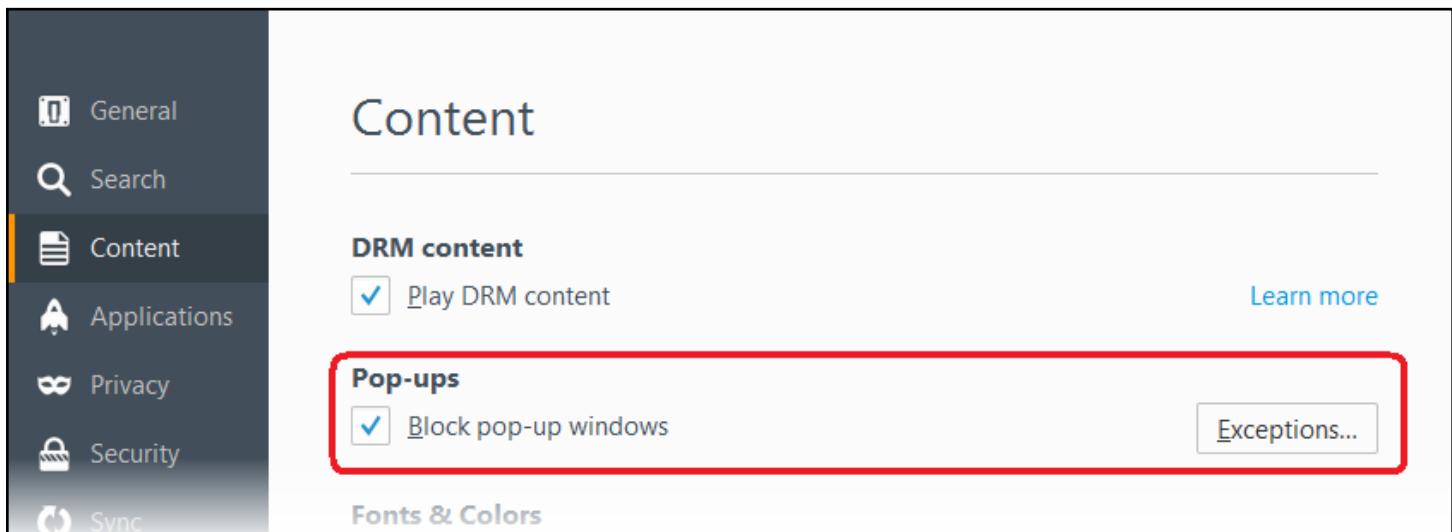
To turn off the pop-up blocker and allow pop-ups to display only when you are working in CIIS, please follow the instructions below:

Click the menu button  and choose *Options*



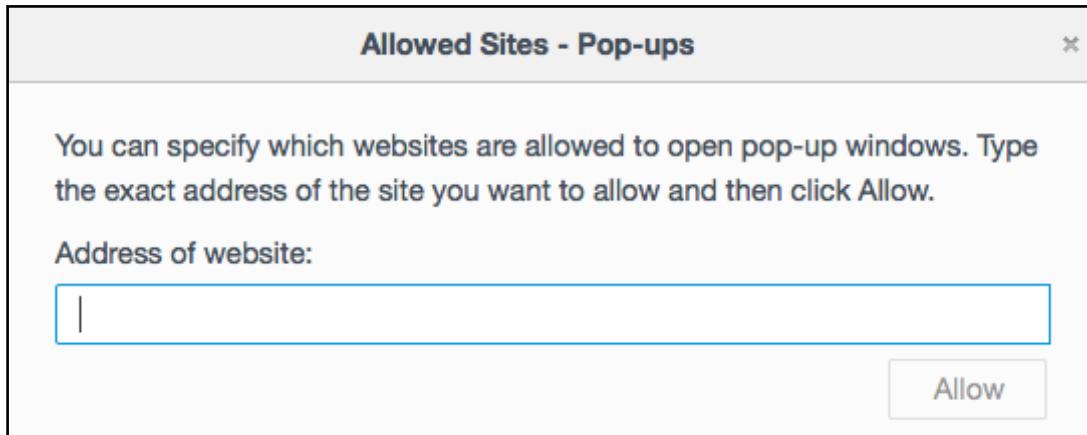
Select Content

Uncheck the *Block pop-up windows* (please note: this will disable the pop-up blocker altogether.) To disable the pop-up blocker for CIIS only, click on *Exceptions* to enter the CIIS website. This will allow pop-ups from the CIIS website only.



In the *Address of website* field enter the URL <https://ciis.state.co.us/ciis> (healthcare provider application) or <https://ciis.state.co.us/school> (school application).

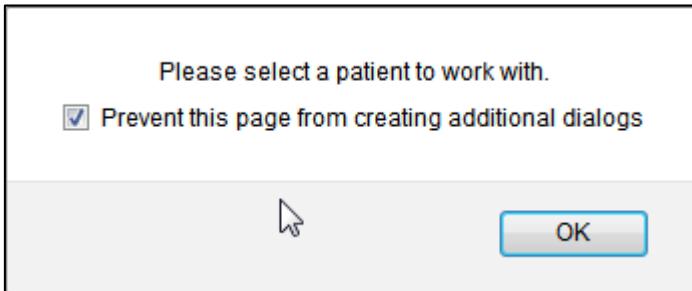
Next, click *Allow*



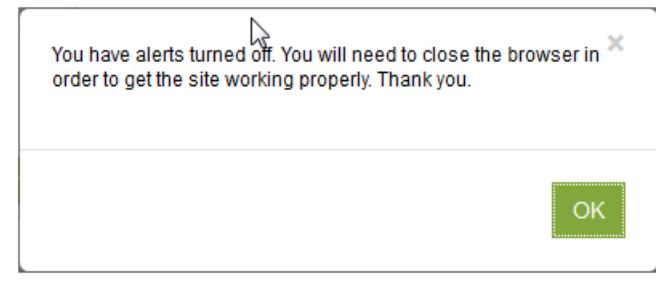
Alerts and Confirm Dialogs

Alert and confirm dialog boxes **Must** be enabled to ensure users are able to see and respond to all necessary messages in CIIS. In Firefox, it is possible for a user to disable the appearance of alert and confirm dialogs. If you see a dialog that includes the message *Prevent this page from creating additional dialogs* while using CIIS, please be sure the check box is **Not checked**. Next, click *OK*.

Sample of an Alert and Confirm Dialog. If you see this message, please be sure to uncheck the box next to *Prevent this page from creating additional dialogs*.



If a user does check the option to *Prevent this page from creating additional dialogs* and alerts become disabled, a warning message will appear notifying the user to re-enable alerts by closing the browser. (See screen shot example below.)



If you have questions or need assistance with accessing or using CIIS, please contact the CIIS Help Desk at 888-611-9918, extension 1 or 303-692-2437, extension 2.