



What happens when I log in for the first time?

CT WIZ



Logging In



Connecticut Department of Public Health
Keeping Connecticut Healthy





Getting on CT WIZ Overview



- Logging onto the system
- Changing Password
- Answering security questions

Things You Should **Know**

CT Wiz is accessed on the web.

These web browsers are recommended when using CT WiZ:

- Chrome - Download at <https://www.google.com/chrome>
- Firefox - Download at <https://www.mozilla.org/en-US/firefox/new>

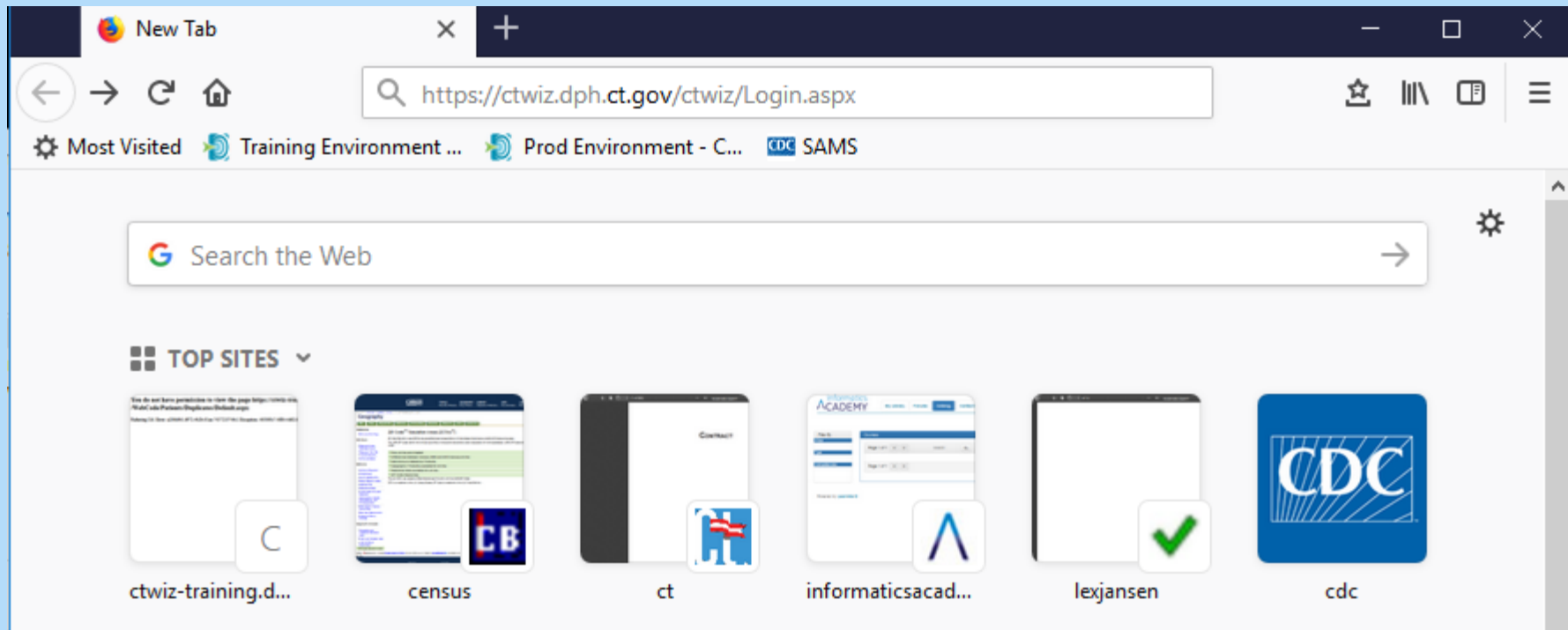


CT WiZ may not work as expected when using Internet Explorer or Edge.

Navigate to CT WiZ

Enter this address into your web browser:

<https://ctwiz.dph.ct.gov/ctwiz/Login.aspx>



Initial Log In



Connecticut's Immunization Information System

Login

Username

Password

[Forgot Password?](#)

Login

Enter your
username

Enter the temporary
password that was
assigned to you

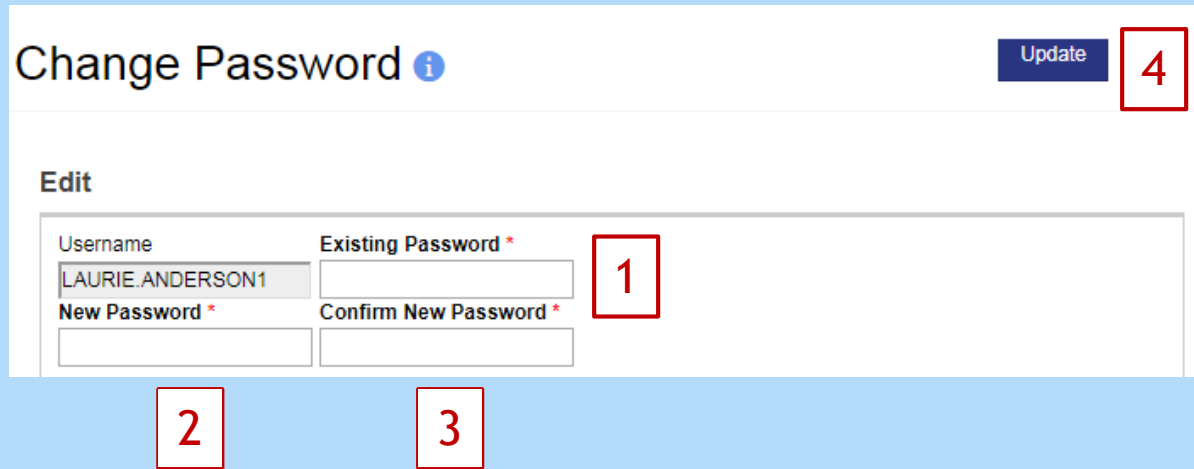
access. Any unauthorized and improper use of this system may result in disciplinary action or criminal and civil penalties.



Setting Your Password & Password Questions

Creating Your Own Password

When you first log in, you will be asked to change your temporary password to one of your own.



The screenshot shows a 'Change Password' form. At the top right is an 'Update' button with a red box containing the number 4. Below the title is an 'Edit' link. The form contains four input fields: 'Username' (pre-filled with 'LAURIE.ANDERSON1'), 'Existing Password *' (with a red box containing the number 1), 'New Password *', and 'Confirm New Password *'. Below the 'New Password' and 'Confirm New Password' fields are two red boxes containing the numbers 2 and 3, respectively.

1. Enter the temporary password assigned to you.
2. Enter a new password into the “New Password” box
3. Re-enter the same new password in the “Confirm New Password” box.
4. Click on Update to create your new password.

Your password must contain: A minimum of eight (8) characters including:

- A combination of upper and lower case letters
- At least one (1) number. (0-9)
- At least one special character. (Ex. #, %, *, !, \$, etc.)
- * Passwords must be changed a minimum of 6 times before re-use.

Set Your Password Questions (aka security questions)

Password Questions i

Update

2

Edit

You must answer at least 9 questions.

Question

Answer

What was your first pet's name?

What is your mother's maiden name?

What was your high school's name?

What was your first car?

Where were you born?

What was your first email address?

Where is your favorite place to vacation?

What was your favorite place to visit as a child?

What was the name of your favorite school teacher?

1

To set your password questions

1. Answer each of the questions
2. Click on Update to save.

Things You Should **Know**

It is very important that you answer each of the password question.

These questions can be used to verify your identity.

If you establish these question, you will be able to reset your password without contacting DPH.

You may wish to make note of your answers to these questions.



After your first log in



Connecticut Department of Public Health
Keeping Connecticut Healthy





Each time you log in remember to check for News



News is one important way that CT DPH will communicate CT WiZ and CVP information you need to know.

The screenshot shows the CT WiZ web application interface. At the top, there is a dark navigation bar with the text "CT WiZ", a location indicator "DPH TRAINING CLINIC, DPH TRAINING CLINIC 1, 7777", a search icon and "PATIENT SEARCH", and user options "Support", a notification bell, and "LAURIE".

On the left side, there is a teal sidebar menu with the following items: "Home", "Patients" (with a plus icon), "Immunizations", "Inventory" (with a plus icon), "Clinic Tools" (with a plus icon), and "Reports". Below the menu, it says "Version 18.1.20180629", "Copyright © 2001-2018", "Envision Technology Partners Inc.", and "Third Party Notices".

The main content area has a white background. At the top right of this area is the "It's Your Best Shot! CT WiZ Connecticut Immunization Information System" logo and the "DPH Connecticut Department of Public Health" logo. Below the logos is a blue information icon (i).

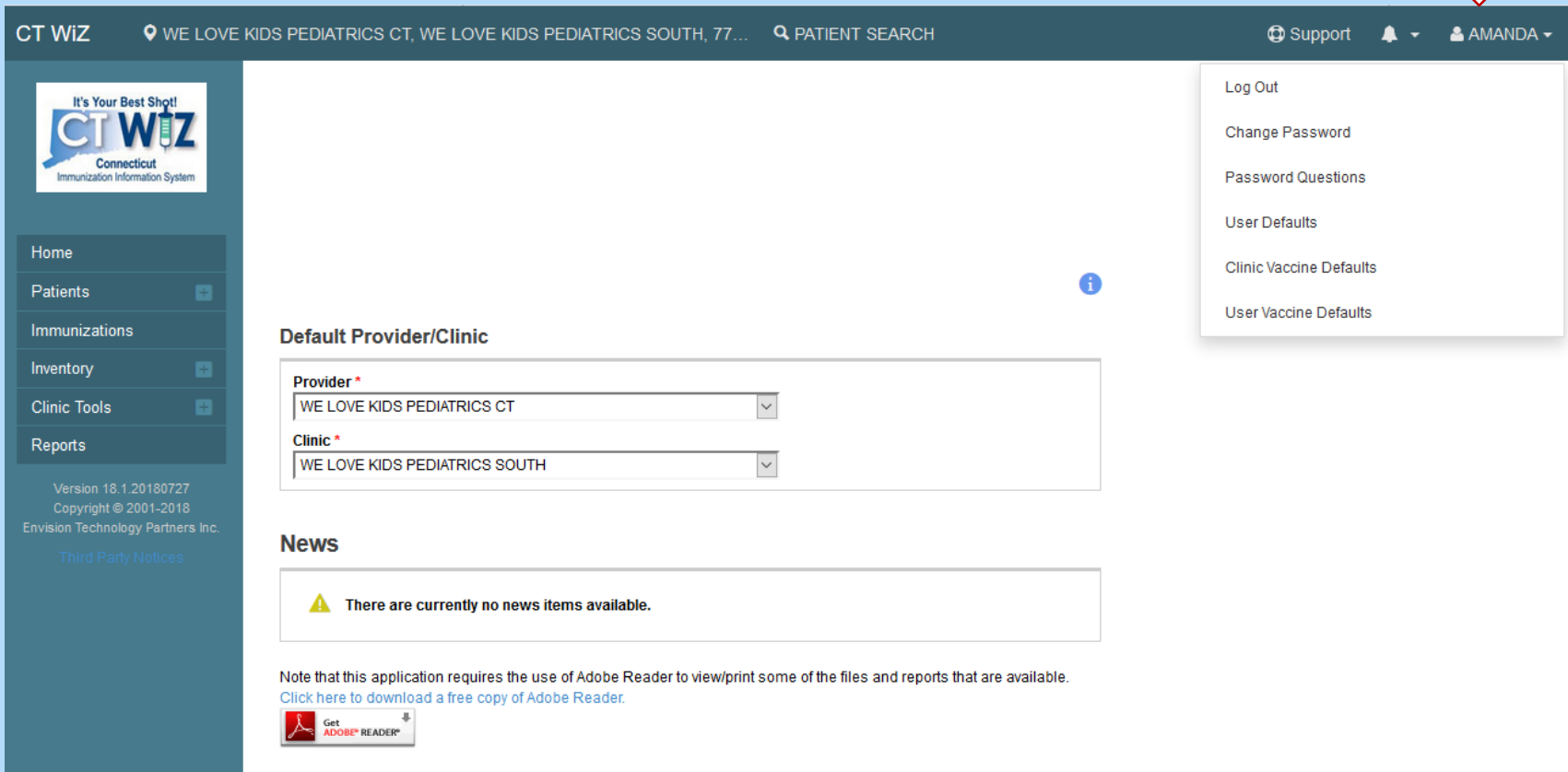
The "Default Provider/Clinic" section contains two dropdown menus: "Provider*" with "DPH TRAINING CLINIC" selected, and "Clinic*" with "DPH TRAINING CLINIC 1" selected.

The "News" section contains a large white box with the text: "Important news about CT WiZ and CVP will be posted here." To the right of this box is a red-bordered callout box with a red arrow pointing left, containing the text: "Watch this space for news".

At the bottom of the main content area, there is a note: "Note that this application requires the use of Adobe Reader to view/print some of the files and reports that are available. Click here to download a free copy of Adobe Reader." Below the note is a "Get ADOBE READER" button with a red arrow icon.

Changing your Password & Password Questions

Click here to change your password & password questions any time



The screenshot shows the CT WIZ user interface. At the top, there is a dark navigation bar with the CT WIZ logo, a location indicator for 'WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS PEDIATRICS SOUTH, 77...', and a 'PATIENT SEARCH' button. On the right side of the navigation bar, there are links for 'Support', a notification bell, and a user profile for 'AMANDA'. A dropdown menu is open from the user profile, listing options: 'Log Out', 'Change Password', 'Password Questions', 'User Defaults', 'Clinic Vaccine Defaults', and 'User Vaccine Defaults'. A red box with an arrow points from the text 'Click here to change your password & password questions any time' to the 'Password Questions' option in the dropdown menu.

CT WIZ WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS PEDIATRICS SOUTH, 77... PATIENT SEARCH Support AMANDA

It's Your Best Shot!
CT WIZ
Connecticut
Immunization Information System

Home
Patients
Immunizations
Inventory
Clinic Tools
Reports

Version 18.1.20180727
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Envision Technology Partners Inc.
[Third Party Notices](#)

Default Provider/Clinic

Provider *
WE LOVE KIDS PEDIATRICS CT

Clinic *
WE LOVE KIDS PEDIATRICS SOUTH

News

⚠ There are currently no news items available.

Note that this application requires the use of Adobe Reader to view/print some of the files and reports that are available.
[Click here to download a free copy of Adobe Reader.](#)

Get ADOBE® READER®

Tips for Navigating in CT WiZ



- Use the Modules menu to navigate
 - Find it on the left here and in CT WiZ
- Click a Module with a + sign to expand the menu.
- Click a Module with a - sign to collapse the menu.
- **Avoid** using the browser back and forward buttons.

Home

Patients -

Search

Demographics

Local IDs

Programs

Notes

Precautions/
Contraindications

Events

Duplicates

Immunizations

Inventory +

Clinic Tools +

Reports

More Tips and Shortcuts

- Fields with a **bold** label followed by a ***** are required.
- Dates
 - Enter numbers only, slashes are automatically added.
 - Double-click on a date field to enter today's date.
- Keyboard shortcuts
 - **Tab** - Go to the next data entry field
 - **Shift + Tab** - Go to the previous field
 - **Ctrl + C** - Copy text
 - **Ctrl + V** - Paste text
 - **Ctrl + X** - Cut text



If you forget your password

If you have forgotten your password



Connecticut's Immunization Information System

Click Here

Login

Username

Password

[Forgot Password?](#)

Login

[Trouble Logging in?](#)

[Request User Account](#)

By logging into CT WIZ, you agree to abide by the terms of the Connecticut Department of Health (DPH) that were outlined in your User Confidentiality Agreement. Users are responsible for ensuring they act in accordance with these terms and any other applicable policies. The recipient shall notify DPH of a violation of these policies in accordance with the terms outlined in the User Confidentiality Agreement. Only authorized users of this site may access this system. Monitoring may be conducted for the protection against improper or unauthorized use or access. Any unauthorized and improper use of this system may result in disciplinary action or criminal and civil penalties.

Re-Setting Your Own Password



Connecticut's Immunization Information System

Reset Password

Enter your username. Click "Next" to proceed to the Password Reset screen (assuming your answers are correct) or "Cancel" to return to the Login screen. You only have a limited number of attempts to answer the questions correctly. Otherwise, your account will be locked and you will need to contact the Helpdesk for assistance.

Enter Username - Step 1 of 3

Username

Cancel

Next



Enter your
username



Answering Your Security Questions



Connecticut's Immunization Information System

Reset Password

Select a unique question and enter the correct answer for each of the row(s) displayed. Click "Next" to proceed to the Password Reset screen (assuming your answers are correct) or "Cancel" to return to the Login screen. You only have a limited number of attempts to answer the questions correctly. Otherwise, your account will be locked and you will need to contact the Helpdesk for assistance.

Reset Password - Step 2 of 3

Question	Answer
Where were you born?	NEW YORK CITY
What is your mother's maiden name?	MAHER
What was your first car?	SUBARU IMPREZA

Cancel Next

1. Answer each of the questions
2. Click on Update to save.

Create a New Password



Connecticut's Immunization Information System

Reset Password

Enter a new password (following the guidelines displayed). Click "Next" to save your new password or "Cancel" to return to the Login screen.

Reset Password - Step 3 of 3

New Password

.....

Confirm New Password

.....

Cancel

Next

- Passwords must be a minimum of 9 characters long.
- Passwords must include a combination of upper and lower case letters.
- Passwords must include at least one number. (0-9)
- Passwords must include at least one special character. (Ex: #, %, *, !, \$, etc.)

Don't forget when
creating a new password

1. Enter a new password into the "New Password" box.
2. Re-enter the same new password in the "Confirm New Password" box.
3. Click on Update to create your new password.