Thank You for Choosing the Immunization Tracking System (ITS)

The purpose of the Immunization Tracking System (ITS) is to ensure that you are completely compliant before admissions or your clinical rotations.

What is ITS?

The Immunization Tracking System is a web-based portal that manages any type of data or compliance requirements that your School may require. It can keep track of your immunizations records, CPR Certifications, Professional Licenses, and much more.

The ITS will help you work with your School more closely to make sure that your account is up to date and that all the required documentation has been sent to them by your deadline. You will be able to view your account status by simply logging back into your account. The ITS also has the ability to notify you of any items that may be expiring or when your account is ready to be renewed.

To get started simply visit the website that American DataBank has created for your School. (Check with your program director or compliance coordinator for the exact URL.) If you are new to the ITS system you will need to create your online account first. If you are a returning user, simply log back into your account.

Our staff will work with you to make sure you’re compliant before your admissions or clinical.
Creating Your Account

To create your ITS account, simply type in the URL that was provided to you by your School or program director.

Initially:
You will need to create your account by clicking on the “Online Registration” button located at the bottom of the screen.

Thereafter:
Since you already have an account then you will need to click on the “Member Login” button. This works even if your account has been expired for any period of time. You will just be prompted to renew when you login.
Creating Your Account...continued

Fill out the required fields (noted with an *) with your correct information. You will not be able to continue on with the registration process without filling out all the required fields. Click the “Save” button at the bottom of the screen.

Once you have clicked the Save button, you will see a confirmation page letting you know that your account was created successfully. Please print that page to keep for your records (see the next page).

If you are not comfortable inputting your SSN into the ITS, you may input “111-11-1111” instead.

Be careful, your School will use THIS email to contact you about your compliance, this is also your login name for the ITS.

Your Password is CASE sensitive. So America#01 and aMerica#01 are different passwords.
Creating Your Account...continued

Click the “Next” button to continue on to the Payment screen.

Paying for Your Account

You will need to pay for your account using a major credit or debit card (unless this is being invoiced to your school). The system accepts Visa, MasterCard, Discover and American Express. All fields are required to be filled in to continue the order, including the CVV code (the 3 or 4 digit number on the back of your credit card).

The price that you will be required to pay will be listed on the “Immunization Information” page of the website. **Please Note:** Some schools pay for their students’ ITS accounts. If your school is one of those schools you will not be required to enter any payment information, however you will need to wait **1 to 2 business days** before your account is activated. **You will receive an email when your account is ready to use.**
Entering Your Records

Once you have paid for your account, you will be re-directed to the “Input Record” screen. This is where you will need to enter all of your immunization record information. Depending on what your School is requiring, you may also see fields for other types of data such as CPR and Professional Certifications.

For each requirement, click on the “Input Date” button or the “Input Initial Record” option on the left-hand side and enter the date you received that immunization or requirement. To enter the date you can either type in the date or use the calendar icon next to the field to choose a date.
Entering Your Records...continued

Certain immunizations, such as any Titers or PPD(s) require that you input what the result was.

Select Yes if you are immune or select No if you are not immune for any Titers.

Select Negative or Positive for PPD(s).

Depending on your School requirements, entering No/Positive may result in your status being "Non-Compliant."

Enter the name of your healthcare provider or entity responsible for the requirement and the date that he/she signed your immunization form or requirement. The "date signed" must be equal to or later than the date that you received the vaccination.

Do this for all of your required immunizations and/or other types of documentation that are being tracked.

** Under Provider, Input what makes the most sense in the situation. For a titer this might be a doctor’s name, or the laboratory.
** Input the entity verifying or signing for the requirements, such as American Heart Association for your CPR certification.

Once you have entered all of your information, click the “Save” button located at the bottom of the screen.
Entering Your Records…continued

After you have clicked the “Save” button you will have a chance to review the information that you have entered. If it is all correct, you’ll need to click the “Confirm” button. This can be found at the top or the bottom of your record. If it’s not correct then click the “Edit” button to correct any errors.

**ATTENTION!!**

After you have saved your information you MUST also click the “CONFIRM” button that is located at the top or bottom of the page. If you fail to click the “Confirm” button then all of your information will be lost and you will have to re-enter it all over again.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date</th>
<th>Immun / Result</th>
<th>Provider</th>
<th>Date Signed</th>
<th>Verification Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Titer Varicella</td>
<td>7/19/2010</td>
<td>Yes</td>
<td>Dr. Tim Johnson</td>
<td>7/19/2010</td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>Varicella / Chicken Pox Disease Date</td>
<td>05/05/2005</td>
<td>N/A</td>
<td>I</td>
<td>05/05/2005</td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>PPD 1st</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>PPD 2nd</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>PPD Positive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>PPD Positive Chest X-Ray</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>Quantiferon TB Gold Test</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>Quantiferon TB Gold Test Positive Chest X-Ray</td>
<td>05/05/2005</td>
<td>Negative</td>
<td>I</td>
<td>05/05/2005</td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>Health Screen Form</td>
<td>05/05/2010</td>
<td>N/A</td>
<td>I</td>
<td>05/05/2005</td>
<td>Hold</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
Verification Process

After you have confirmed your records, you will see at the top of the screen what your current compliance status is.

In order to become Compliant/School Approved you will need to submit a copy of your Immunization Forms, titer labwork, and any additional documents to your School. Be sure to follow the directions given by your School, as they may require documentation sent to a particular place and have associated deadlines.

You can be submit by uploading documents to your account, be sure to watch the Help Videos located in the ITS under the Menu -> Help.

Please Note: Please make sure that you read the instructions carefully on the Initial Immunization Form to make sure you have all your correct documentation.

Your School will take those documents and verify that they are accurate and correct. Once they have verified your submitted documentation, they will update your account accordingly.

Viewing Your Compliance Status

View your compliance status in an instant by clicking on the “Display” option on the left-hand column. At the top of the screen you will see whether or not you are compliant and also whether or not your School is missing any necessary documentation.
Viewing Your Compliance Status...continued

You can also view which documents are still non-compliant by viewing the "Non-Compliant Records" section at the bottom of the screen. If there are any errors in your information, please contact your School.

STATUS/IMMUNIZATION VERIFICATION

No Entry = No data has been entered by the student yet. All students will start in this status.

Modified = Data has been entered by the student, but hasn’t been verified yet. Be sure to wait for the turnaround time your School has instructed you on, and your status will change after you have been processed.

Compliant / School Approved = Data input into the system meets the requirements, was reviewed by a School administrator, and the student has provided necessary documentation to support all data entered.

Compliant/Hold = Data input into the system meets the requirements, BUT student has NOT provided the necessary documentation to support all data entered. There should be NOTES in the system on what is still pending.

Non-compliant/ School Approved = Data input into the system DOES NOT meet the requirements, but the student has provided necessary documentation to support current data entered. This status will occur if one or more of your immunizations are currently expired in the ITS. Be sure to check the center column of your ITS Profile for any expiration dates. You will have received automated emails alerting you of upcoming expirations (60, 30, 15 days before, the day of expiration, and 15, 30 days after expiration. For a total of 6 emails).

Non-compliant/ Hold = Data input into the system DOES NOT meet the requirements and student has not provided necessary documentation to support any of the current data entered.

TEMPORARILY ACCEPTED = Student is being temporarily accepted due per the School Admin. You should have notes in your ITS Profile stating why you are on Temporarily Accepted Status, and with next steps to complete.

NOT ACCEPTED = Student has provided information that is not acceptable to meet one or more requirements. An example would be if your PPD dates provided are too old for School requirements.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date</th>
<th>Immun / Result</th>
<th>Expiration date</th>
<th>Provider</th>
<th>Date signed</th>
<th>Verification Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR Card</td>
<td>01/01/2001</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>RN License</td>
<td>Input Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>Tetanus B</td>
<td>Input Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hold</td>
<td></td>
</tr>
</tbody>
</table>

Supporting Documents
No Supporting Documents
Uploading Documents into the ITS

Files can be scanned and uploaded directly into the ITS. The best file formats are .png and .pdf, but common image types (.jpg and .gif) work too. Microsoft’s Word documents (.doc and .docx) are also uploadable files and other word processing programs generally allow you to save in these formats, should you need to.

Remember, you can take a picture of your document with a camera or your phone, and then email that to yourself, once you have that document you can upload it. Think of uploading items to ITS like uploading pictures to popular sites like Facebook or Twitter.

Generally a 200dpi scan in grey-scale is perfectly fine for our purposes, don’t use very big file sizes (if you can avoid it) because they can take longer to upload.

To Upload a file: Simply click one of the ‘Input Date’ buttons. You can skip a step and upload when you modify your account, doing everything all at once.

Click ‘Go Bottom of Page’ to get moved to the very bottom, or you can scroll down while entering in your immunization information. Click ‘Add Documents’ in the Supporting Documents section to begin uploading.
Uploading Documents into the ITS... continued

The screen will refresh, and the Document Uploader will be available to use. You can upload up to five files, with a grand total of 300 Mb file size, at one time. However, you can upload bigger files one or two at a time, for as many files as you might have.

**To Upload a File:** Click the ‘Browse’ button, and find your file on your computer. Once you’ve found your file, click the file name and then the ‘Open’ button.

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**Warning!!**

If you choose to enter Immunization Information into the ITS while uploading documents, be sure to click ‘Save’ and then ‘Confirm’ above the Supporting Documents section AFTER you finish uploading documents.
Uploading Documents into the ITS... continued

Write a Description: All files uploaded need a description of what they are, be as specific as you can as it will ensure that your School finds everything that you intended to submit.

Add Document: When you are done writing a description, click the ‘Add Document’ button to add the document to the list for uploading.

Check your File: Once you confirm the upload, you will not be able to delete this file without contacting your School administrator. Be sure that you have the right file by clicking the small icon before the file name. This will let you see exactly what you decided to upload. If you need to delete this file, click the X icon

Status Bar: If you haven’t reached the 300 Mb per upload limit, you can add more files to upload all at once. This bar shows you how close you are. Do note that you do not have to hit this limit exactly; it is just the ‘at one time’ limit. The process for adding additional files is exactly like uploading just one file.

Confirm Upload: Nothing is attached to your Profile until you click the ‘Confirm Upload’ button. At that point your document will be available to view by your School’s verification staff.
Viewing The Status of Your Document

Your documents will have Statuses just like your Immunization Information, which can tell you exactly where in the process your submitted documents are.

**Document Status:**

**DocRecieved:** This is what status your document will be in when you have just uploaded it, and until an administrator looks it over. Be sure to check the Notes Section if you see this taking too long, as there may be further instructions there.

**Confirmed:** This is the status your file will have when it has been approved by your School.

**NotforReview:** If you send in something that an administrator doesn’t think is relevant for your compliance, such as a non-required vaccination, that file will be placed in a Not for Review status.
Updating Your Account Information

You can update your account information at any time by clicking on the "Account Management" option in the left-hand column. A drop-down menu will display giving you three options to choose from: Address Change, Password Change or E-Mail Change.

To change your address, choose the "Address Change" option. Type in your new address in the required fields and then click the "Save" button. Your changes should take effect immediately. Field’s indicated with an * are required.

To change your password, choose the "Password Change" option. You will need to type in your current password, then your new password two times to confirm it. Click the "Save" button and your changes should take effect immediately. Field’s indicated with an * are required.

Remember: Your Password will be CASE sensitive
Updating Your Account Information...continued

To change your e-mail address, choose the “E-Mail Change” option. Your current e-mail will already be shown in the form. Type in your new e-mail address. Click the “Save” button and your changes should take effect immediately. You also have the option of adding a secondary e-mail address if desired.

<table>
<thead>
<tr>
<th>E-mail Change</th>
<th>Current E-mail:</th>
<th><a href="mailto:jane.smith@myschool.edu">jane.smith@myschool.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current 2nd E-mail:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New E-mail:</td>
<td><a href="mailto:jane.smith@myschool.edu">jane.smith@myschool.edu</a></td>
<td></td>
</tr>
<tr>
<td>Confirm E-mail:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current 2nd E-mail:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New 2nd E-mail:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm 2nd E-mail:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remember! Your E-mail Address for ITS is where you get notifications on expired items, emails from your School. All addresses listed will get emails from ITS.

Your Primary Email in ITS is ALSO your User-Name for the Immunization Tracking System. Be sure to keep your Email Address current in the ITS. This will generally be your school email address.

Help Videos

Confused by anything in this manual? Check our online Help Videos. These videos show step by step how to complete everything in the ITS, from Creating an Account to Uploading a Document. These videos use the Adobe Shockwave Program (which is included in most modern browsers).

Check [http://get.adobe.com/shockwave](http://get.adobe.com/shockwave) for the free download.

These videos do not require sound.

Contact American DataBank

American DataBank is supported by an excellent customer service team. If at any time you have questions or need additional help with your ITS account please don’t hesitate to give us a call.

Be aware, American DataBank does not know the compliance rules for your School, and will only be able to provide technical support on using the Immunization Tracking System.

American DataBank

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