

VTrckS Provider Security Access

What is VTrckS?

VTrckS stands for Vaccine Tracking System. VTrckS is the name of the new vaccine ordering system released by the Centers for Disease Control and Prevention (CDC). VTrckS is an application that will help you order and manage your Vaccines for Children (VFC) and publicly-funded vaccines more efficiently.

What will you need to do?

In order to access VTrckS, each user at the provider office must go through the identity proofing process. Identity proofing is a required step when requesting access to any federal information system. It is required that two users from each practice be identity proofed, ideally the person(s) responsible for ordering vaccines.

Step 1: Complete the Identity Voucher

In order to complete the identity proofing process each staff member (VTrckS user) will need to complete and sign an identity voucher (see attached). The practice must maintain the signed original record of the identity voucher for 7.5 years after the user last accesses VTrckS. The Medical Director (responsible clinician) must verify the applicant's identity and sign the form.

Step 2: Submit via confidential fax (802) 951- 4061

The Identity Vouchers must then be faxed to the Immunization Program at the number listed above.

Step 3: Receive an email from SAMS-No-Reply (CDC) email account (sams-no-reply@cdc.gov)

Upon submission of the Identity Vouchers to the Health Department, the user information is then sent to CDC. CDC will send each user an e-mail invitation to register with Secure Access Management Services (SAMS). The invitation e-mail contains:

- A URL to the SAMS login page
- The user ID for the user (your email address)
- A temporary password



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Step 4: Register with SAMS

Completing the SAMS Registration Process

TIP: Plan to complete the registration portion of the ID proofing process in one sitting. SAMS does not allow the user to start the process, save data, and exit without submitting the completed information.

Once logged into the SAMS system for the first time, the user is prompted to create a new password. When users create a new password, they are also prompted to select and create responses to five security questions. After completing their security information within SAMS, the user is prompted to complete their profile. The user must provide the following information:

- First Name, Middle Name (optional), Last Name, Suffix (optional), Preferred Name (optional)
- Phone, Alternate Phone
- Organizational Affiliation (name of business), Position / Role (work title)
- Organization Address (street, city, state, zip, and country)
- Home Address (street, city, state, zip, and country)

After entering their identifying information, the user is presented with a confirmation page showing the data they entered. After confirming the information, the user submits the data and logs out of the system.

SAMS will send users an approval e-mail to indicate completion of the registration and proofing process. The subject of the e-mail is “CDC SAMS Official Communication: SAMS Activity Authorization.”

Questions? Please visit

<http://healthvermont.gov/hc/imm/VaccineTrackingSystemVTrckS>

