

First Time Log-in Instructions for KSWebIZ Users

1. Begin by visiting the **KSWebIZ website**: <https://kanphix.kdhe.state.ks.us>. Any shortcuts or links that you currently have saved on your computer will need to be updated to the above web address.
2. Under the blue **Disease Control and Prevention** heading, select the corresponding link marked **'WebIZ'**, **'WebIZ – Medicaid'**, or **'WebIZ – School Nurse'**.



3. Enter your **Username** and **Password**.
4. Select **'Login'**.

The screenshot shows the login page for the Kansas Immunization Information System. At the top, there is a header with the Kansas WebIZ logo and the text 'Kansas Immunization Information System'. Below this is the heading 'Main Application'. The 'Login' section contains two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a 'Login' button. There are also links for 'Forgot Password?' and 'Trouble Logging in?'. At the bottom, there is the Kansas Department of Health and Environment logo and the text 'Version 15.7.20151204 Copyright © 2001-2016 Envision Technology Partners Inc.'

5. The next screen will require a change of password. Enter your **username, existing temporary password, a new password, and confirm new password.**
- The password requirements are listed below:
 - Passwords must be a minimum of 8 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.)
 - Passwords must be changed a minimum of 10 times before re-use.

Change Password

Please enter your username and password and a new password (and confirmation) to change your password. Click the 'Update' button to continue...

New Password	
Username	Existing Password
<input type="text" value="TPKHEIMM"/>	<input type="text"/>
New Password	Confirm New Password
<input type="text"/>	<input type="text"/>

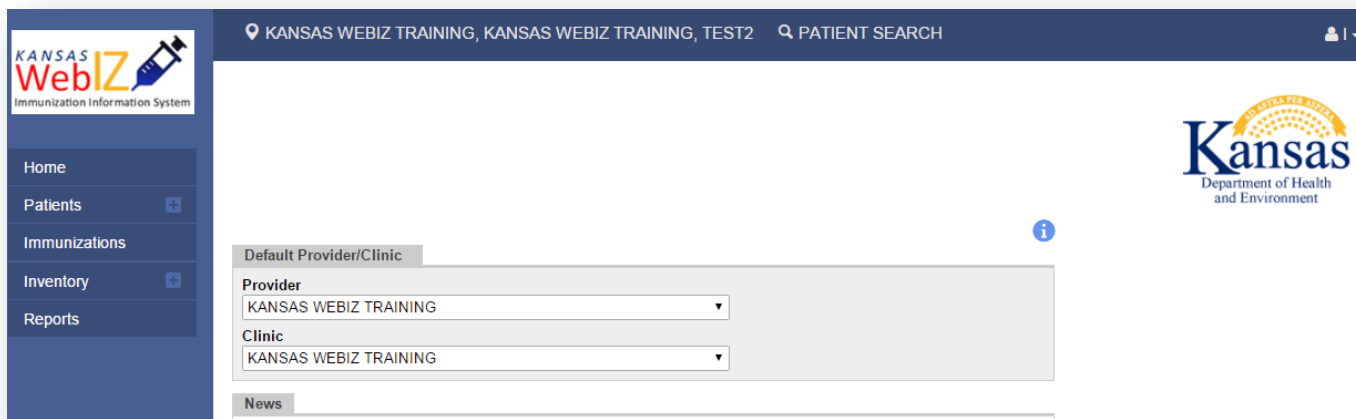
6. **You will then need to fill in the answer to 5 of the listed questions.** These answers will assist you with getting logged in if you forget your password in the future.

You must answer at least 5 questions.

Question	Answer
What is your favorite cartoon character?	<input type="text"/>
What was the color of your first car?	<input type="text"/>
What is your pet's name?	<input type="text"/>
What is your favorite TV show?	<input type="text"/>
What is your favorite food?	<input type="text"/>
What is your favorite movie?	<input type="text"/>
What is your favorite song?	<input type="text"/>
What was the name of the street you grew up on?	<input type="text"/>
What was the name of your maid of honor?	<input type="text"/>
What was your high school mascot?	<input type="text"/>

7. Select "Update".

8. You will then be taken into your KSWebIZ account.



Do not hesitate to contact the Immunization Helpdesk if you need any assistance. Thank you.

Kansas Immunization Registry – KSWebIZ

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