Getting Access to CIIS_ From Start to Finish (1).pdf – Google Drive

***Please note: your login information for each of these systems (CO.Train, CIIS, and CoPHR) will be different as you will sign up for them individually.

1. **Required Trainings on CO.Train**
   - Using the CO.Train Quick Guide, create a CO.Train account and take the required training according to your user type.
   - Use the chart on page 3 of the Quick Guide to determine which type of user you are and which training(s) you need to take on CO.Train.
     - If you are wanting a CIIS user account you will need to take the **General User Course** in addition to any other required training.
   - Please note that you can skip the Organizational code requirement when you are setting up your account. ● Please email CIIS Help Desk if you have any questions or issues regarding CIIS training.

2. **User Login Request Form**
   - Once you have completed your required training for CIIS access, use the user login request form to fill out your information for your CIIS account. *Please note: you will have to choose whether you are a general user (clinics, hospitals, etc.) or a school user (schools, childcares, headstarts).
     - a. Email address (It is recommended to use a valid work email address as this can be used when emailing password information and when/if you are locked out of your account)
     - b. Site admin (the person with your organization who approves all CIIS accounts)
   - Once you've submitted this form, the CIIS Help Desk will review requests in the order they were received. They will send an email to the site administrator for approval, and once they've received it, you will receive your CIIS username and password in an email from the CIIS Help Desk. User login request forms are generally processed within 1-2 business days of receipt, as long as the information is correct.

3. **CoPHR Enrollment (if necessary)**
   - If your site does not already have access to CIIS, you will need to enroll via CoPHR.
   - You need to make sure that you completed and signed a LOA (letter of agreement and site administrator form), otherwise your enrollment is not complete. Please allow a few business days to review and process your online enrollment.
   - Please email Christina Cruz - CDPHE (for clinics) or the CIIS Help Desk (for schools and childcare) if you have any issues regarding your online enrollments.

   Other CIIS Training information:
   Please go to our CIIS General User Training web page for more video demonstrations, job aids and recorded webinars for you and your staff.

   General user job aids and more can be found here.

   Page 1 / 2