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**Webinar Notes: SLVC REGISTRATION – Scenario 1\***

**School Responsible for all SLVC roles**

[**http://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/webinars.shtml**](http://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/webinars.shtml)

\* Instructions in both Scenarios 1 and 2 require that the preparatory work to manage sites in ImmPact is completed. Refer to the webinar and written instructions for School Located Vaccine Clinic (SLVC) Registration First Steps

**PART 1**

These instructions are for completing page 1 Part 1 of the SLVC registration for a SLVC where only one site, the school district, will be participating and fulfilling all roles in Sections A through D.

* Log into you school or school based health center (SBHC) site.
* Locate Mass Immunization/Manage Registrations in the blue menu panel to the left.
* Click Manage Registration.
  + View the page to see if your site has any registrations pending.
  + If there is a registration in the block labeled Pending Action By Stakeholder, click edit to view the registration.
  + If there are no pending registrations, click New Registration.
* Page 1 of the registration consists of four sections. Each will be prefilled with its corresponding site contact and address.

In Section A: Clinic Authority –

* Verify the contact information is correct
* Click “Confirm as Clinic Authority”

In Section B: Vaccine Provider –

* Verify the contact information is correct
* Click “Confirm as Vaccine Provider”

In Section C: Vaccinator–

* Verify the contact information is correct
* Click “Confirm as Vaccinator”

In Section D: ImmPact User Administrator –

* Verify the contact information is correct
* Click “Confirm as ImmPact User Administrator”
* Once all sections have been confirmed, locate the NEXT button at the end of Section D.
* Click NEXT to continue on to page 2 of the registration.

Please view the Webinar and written instructions for **SLVC Registration – Final Steps**.