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**Webinar Notes: SLVC REGISTRATION – Scenario 2\***

**Multiple Partners for 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 2**

These instructions are for completing page 1 Part 2 of the SLVC registration for a SLVC where multiple sites will be participating and fulfilling all roles in Sections A through D.

For this example, one school site will fulfill the roles is Section A and Section D; another partner (site) will complete Section B and Section C.

Follow these instructions to enroll your partners who are performing the roles specified in Sections B and C.

* 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.
	+ Click Search.
	+ View the page to see if your site has any registrations pending.
	+ If there is a registration in the block labeled Mass Immunization Registrations 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 section - for which the corresponding site contact and address have been saved - will pre-fill.

For the Mass Immunization Clinic Type, select SLVC

* Click “Confirm Mass Immunization Clinic Type”

In Section A: Clinic Authority –

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

In Section D: ImmPact User Administrator –

* Verify the contact information is correct
* Click “Confirm as Clinic ImmPact User Administrator”

In Section B: Vaccine Provider –

* In the Transfer dropdown menu, locate the site who will be the Vaccine Provider.
* Click Transfer
	+ You will be re-directed to the Manage Registration page.
	+ The registration you transferred will be posted in the block labeled “Mass Immunization Registrations Pending Action By Partner”.
	+ ***You must notify the site that you have transferred a registration to them and instruct them to log into ImmPact.***
		- The Vaccine Provider site will log into ImmPact.
			* Locate Mass Immunization/ Manage Registration.
			* Click Manage Registration.
			* Click Search
			* Locate the registration in the block labeled “Mass Immunization Registrations Pending Action By Stakeholder”
			* Click Edit

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”

You will be re-directed to the Manage Registration page

* A message will be posted at the top of the page stating the registration has been transferred to the Clinic Authority for submission.
* The registration you transferred will be posted in the block labeled “Mass Immunization Registrations Pending Action By Partner”.
* You should notify the site that you have transferred a registration to them.

Log into the school or school based health center (SBHC) site

* Locate Mass Immunization/Manage Registrations in the blue menu panel to the left.
* Click Manage Registration.
* Locate the registration in the block labeled “Mass Immunization Registrations Pending Action By Stakeholder”
* Click Edit
* Verify all sections have been completed.
* Click NEXT at the bottom of Section D to continue on to Page 2 of the SLVC registration.

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