



HiSIS New User Enrollment Instructions

Hawaii State Immunization System (HiSIS) training courses are hosted on Hawaii TRAIN. To access Hawaii TRAIN courses, you must have a user account. If you already have a TRAIN account, proceed to [Step 3](#). If you already have an account but are having trouble finding the course, please update your address and group in your profile as described in [Steps 1.7](#) through [Step 2.7](#).

STEP 1: Create a New Account in Hawaii TRAIN

Go to <https://www.train.org/hawaii/welcome>.

Note: If you already have an existing TRAIN account log in and skip down to Step 3.

1. Click the **Create New Account** link and follow the prompts to set up your account.

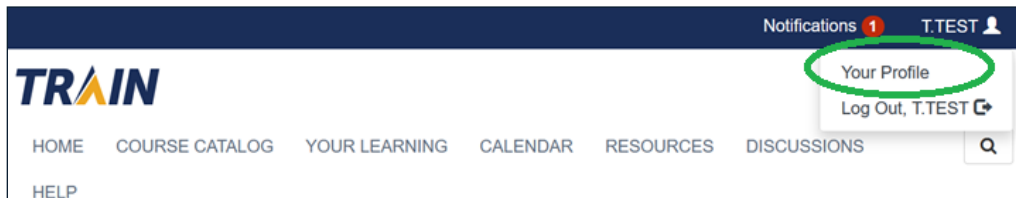
A screenshot of the Hawaii TRAIN Learning Network login page. The page has a light blue header with a navigation bar containing links for KAUAI, OAHU, MOLOKAI, LANAI, MAUI, and BIG ISLAND. Below the header, there's a "Log in" section on the left with fields for "Login name" and "Password", a "Forgot password?" link, and a "Log in" button. Below the "Log in" button is a red circle around the "Create new account" link. To the right of the login section, there's a "Welcome to the TRAIN Learning Network" section with a brief description of the network and its purpose. Below this, there's a "New to TRAIN?" section with two links: "What is my Login Name and Password?" and "TRAIN User Tutorials".

2. Create a **Login Name** - Letters and numbers only, a minimum of four characters.
3. Create a **Password** - Must contain at least six characters with at least one capital letter and one number.
4. Enter your work **Email Address**
5. Enter your **First** and **Last Name**
6. Select your **Time Zone**
7. Enter your work **Zip/Postal Code** - A Hawaii zip code and address are required to access the HiSIS courses.
8. Read and agree to all Hawaii TRAIN policies.
9. Select the blue **Create Account** button.

STEP 2: Complete Your User Profile

To register and take a course, you will need to complete your profile. Any field noted with a red highlight is required.

1. Click your **Name** in the top right corner > Select **Your Profile**



2. Click **Manage Groups**
 - A. Click **Join a Group** > Select **Location** > Select **Hawaii** - A group location in Hawaii is required to access our training.
3. Click **Organization**
 - A. Enter **Employer/Organization** information - Select a Community of Practice/Group that aligns with your job role or work setting.
4. Click **Account**
 - A. Verify Email and Name.
 - B. Select **Allow TRAIN to send email notifications** - Remember to **OPT IN** to receive emails from Hawaii via TRAIN.org regarding your current training and new offerings.

I would like to allow TRAIN to send me notifications via email

☒ Yes ☐ No
5. Click **Address**
 - A. Complete each required field - You'll need to use a Hawaii address to access the HiSIS trainings. If you don't live in Hawaii, you can use the physical address of your clinic as your mailing address.
6. Click **Professional Role**
 - A. Select your **Role(s)** > Mark your **Primary Role**
7. Click **Save** in the top-right corner

STEP 3: Find the Required Course(s) & Navigating Hawaii TRAIN

E-learning courses can be completed at your own pace. However, you will not be able to use HiSIS until you have successfully finished the required training, passed the post-assessments, and provided the HiSIS Help Desk with the required Certificate of Completion.

1. Select **Course Catalog** - At the top of the Hawaii TRAIN home page.

Use this page to search for any course or document on the TRAIN Learning Network site. The results may be limited by any groups you have joined within TRAIN ([see your profile for details](#)).

	<input type="text" value="Search TRAIN"/>		<input type="text" value="Sort by relevance"/> 
---	---	---	--

2. Search for the course by Name or Course ID# by entering the value in the Search TRAIN field shown above

A. HiSIS Patients & Vaccine Training Course #1128967

If you are responsible for documenting patients and their administered vaccines in HiSIS and are not associated with the VFC Program, this single course is required.

B. HiSIS Vaccine Inventory & Ordering Training Course #1129165

*Vaccine Coordinators and other staff who will manage vaccines and orders must complete this inventory course in **addition** to the HiSIS Patients & Vaccine Training Course listed above.*

3. Select the course and click **Register**
4. Click on the desired module and select **Launch** - *You can return to the course and resume your progress at any time.*
5. All current course Certificates will appear in the **Your Learning** section
 - A. **Your Current Courses** - *Shows courses you have not yet completed.*
 - B. **Your Transcript** – *Shows completed courses.*
 - C. **Your Certificates** – *Shows Certificates of Completion received.*

STEP 4: Complete the Course and Print your Certificate of Completion

1. After completing all training modules, **Certificate** will now be available from the **Main Course Page**.
 - A. Certificates can also be found in **Your Learning** from the **Hawaii TRAIN Home** page.
 1. Click **Your Certificates** > Select the course you have completed.
2. Print your Certificate of Completion and save it as a PDF to retain proof of your completed training.
 - A. Rename your file to visibly associate it with you as the user and the course completion it represents. For example, the PDF file for your certificate of completion should be named:
 - **Jane Doe_HiSIS Patients and Vaccine Training Certificate**
 - **Jane Doe_HiSIS Vaccine Inventory and Ordering Certificate**
3. Email your saved certificate to the HiSIS Help Desk at DOH.HiSIShelp@doh.hawaii.gov.

STEP 5: Create a User Account Request for HiSIS

1. Navigate to the **HiSIS Login Page**: <https://hisidoh.hawaii.gov/hisis/Login.aspx>
2. Click **Request User Account**
3. Complete the required fields marked with *. Use your clinic's assigned email address.
 - A. **Organization Name** must be the name of the organization or clinic you are associated with - *For example, Northeast Regional Hospital/Pediatric Specialist. Include the physical address of your clinic.*
4. Review the **Confidentiality and Privacy Policy**, **Security Policy**, and **Provider Confidentiality and Security Statement** documents.
 - A. Click **Review** to display documents.
 - B. After reviewing, return to the Registration screen and select **Click to Accept** for each document.
5. Complete the Validation section by clicking in the box to the left of “**I’m not a robot**” and selecting the images that match the request. Once all are chosen, click **Verify**.
6. Select **Submit Registration** to complete the process; a confirmation will be displayed.
7. Once the registration is received and training certificates are validated, the account request will be reviewed and processed.
 - A. Two (2) encrypted emails will be generated and sent to you from DOH.HiSIShelp@doh.hawaii.gov: One with your HiSIS Username and a second with a temporary password.
 - B. Note: Please allow 5-10 business days for processing.