CAIR Hub Website Procedures: Register and Sign In – Invited User

Table of Contents

Overview of the CAIR Hub Website ........................................................................................................ 2
How an Invited User Registers for CAIR Hub ....................................................................................... 3
How to Sign in to the CAIR Hub Website .............................................................................................. 8
How to Set up Your User Profile ............................................................................................................ 10
Overview of the CAIR Hub Website

The California Immunization Registry Hub (CAIR Hub) is a secure website that is accessible to the public, schools, childcare facilities, and internal California Department of Public Health Immunization Branch staff (CAIR Help Desk, enrollment review staff, and CAIR Hub administrators). Go to https://cairhub.cdph.ca.gov/home to access CAIR Hub.

Currently, only the School & Child Care Roster Lookup (SCRL) module is available. This module allows schools and childcare facilities to download immunization data on their students. Several more modules will be available in the coming months.

This document provides registration and sign in procedures for CAIR Hub users. You can register if you have received an invitation, which means you have been pre-verified as a user.

Note: If you have not received an invitation and wish to learn how to register and sign in, click here to open the CAIR Hub Website Procedures: Register and Sign In – Invited User document. If you have not received an invitation, you can register, but when you attempt to sign, you will be directed to the enrollment page. You will then enroll to go through the verification and approval process prior to being able to sign in.
How an Invited User Registers for CAIR Hub

The invitation email to register for CAIR Hub contains a link to the site. Invited users who were the Primary CAIR2 Contact will be given the CAIR Hub role of ‘Organization Administrator’.

To register, users do the following:

1. Click on the link in the invitation email you received. *The CAIR Hub Home page opens.*

2. Click on the “Register” button on the top right of the screen. *The Website User Access Agreement opens.*
3. On the CAIR Hub User Access Agreement page, read the CAIR User Terms & Conditions, and then click on the “I Agree to the User Access Agreement” button.
This screen is used for email verification and creating your CAIR Hub password.

**Note:** Do not close this window until you have completed all the steps of the process.

4. Enter your email address in the “Email Address” field, and then click on the “Send verification code” button. You will receive an email with a six-digit verification code to the email address provided.
5. Get the verification code from your email, enter it into the “Verification Code” input box, and then click on the “Verify code” button. The following dialog box opens letting you know that your email address has been verified.
6. Create a password and enter it into the “New Password” and into the “Confirm New Password” input boxes, and then click on the “Create” button.

Note: Passwords must be minimum eight characters and contain at least three of the following: uppercase letter, lowercase letter, number, and symbol.
How to Sign in to the CAIR Hub Website

Once you have registered, you can sign in to the CAIR Hub website, and pages accessible to your User Role will be available to you.

Note: Currently, to be able to sign in, you must have an invitation by email. Going forward, if you have not received an email invitation, you will be able to register, but when you attempt to sign in, you will be directed to the CAIR Hub Dashboard.

1. Open the CAIR Hub home page.

2. Click on the “Sign In” button on the top right of the screen. The Privacy Reminder & Disclaimers box opens.
3. Read the Privacy Reminder & Disclaimers, and then click on the “I Consent” button. The “Sign in” box opens.
4. Enter your email address and password in the input boxes, and then click on the “Sign in” button. The Set Up Your User Profile window opens.

Privacy Reminder & Disclaimers
State of California

By clicking the 'I Consent' button below, you consent to:

- Comply with California's confidentiality and privacy laws, including, but not limited to, California Health and Safety Code 120440.
- Protect the confidentiality of information contained on this site.

I Consent  Cancel

Sign in with your email address

Email Address

Password

Forgot your password?  Sign in
How to Set up Your User Profile

1. Enter your first name, last name, phone number, and extension if you have one.

   Note: If you are a School User or an Organization Administrator, you will need to add your organization information in the Organization Codes section of the screen.

2. Click on the “Save and Continue” button. The dashboard associated with your User Role will open.

   Note: If you were only invited to Shots for School user access, then a dashboard will populate with only that icon available to select. If you were only invited to SCRL user access, then a dashboard will populate with only that icon available to select. If you were invited to both, then both will populate and you will then select the one that is best suited for your needs at that time.
For more assistance, please email the CAIR Hub Help Desk at CAIRHub@cdph.ca.gov or call (800) 578-7889.