



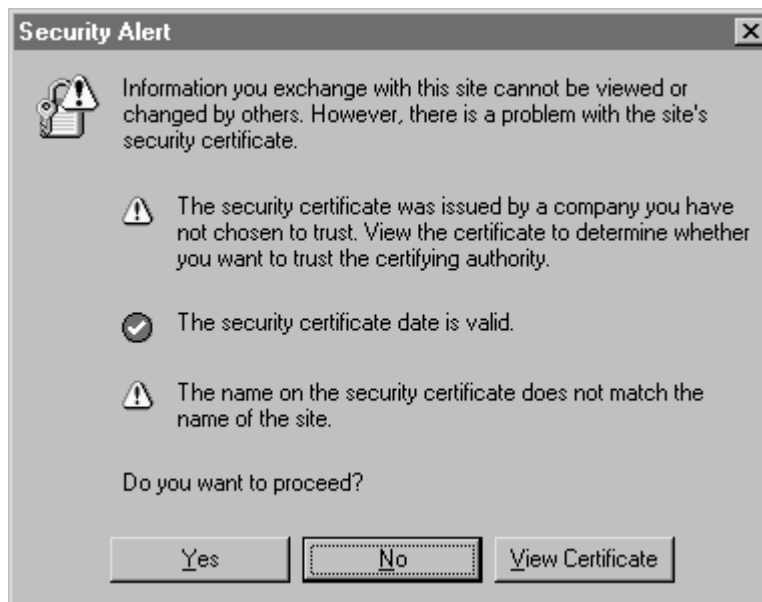
## ***Immunization Network for Children (INC)***

### Accessing and Exiting the INC Web Site

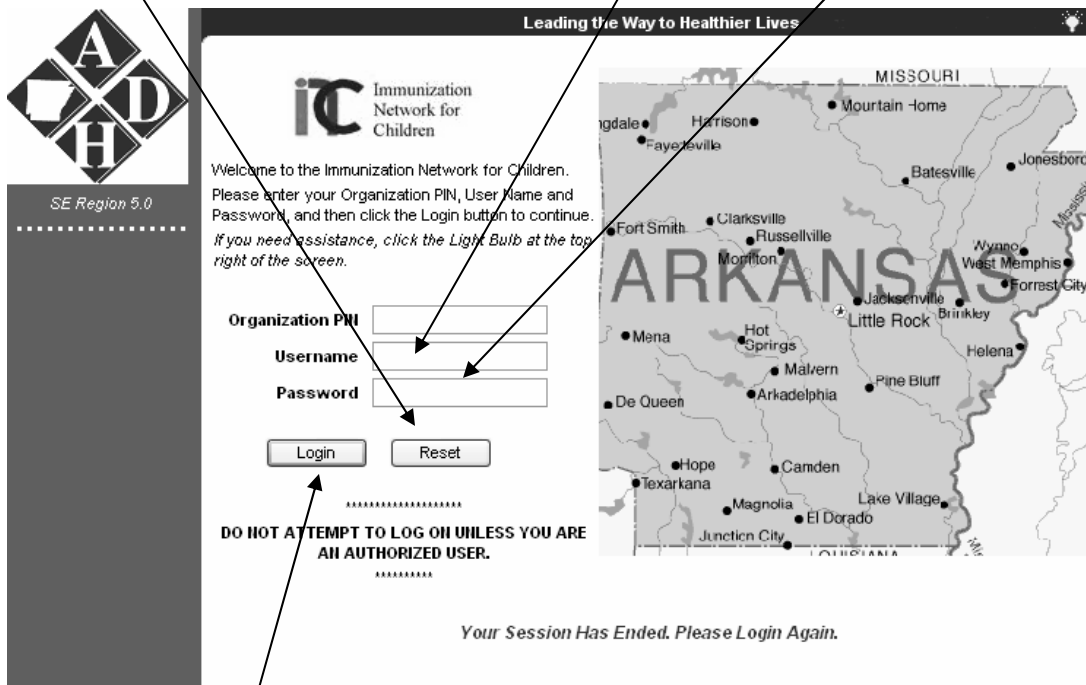
The next few pages will explain how to enter and exit the INC.

To access the INC Web site, do the following:

1. Open your Internet browser.
2. Type in the full INC address in the URL address bar at the top of the page (this will be provided to you). Click *search*.
4. Depending on your browser, you may receive one or more security/ certificate warnings before the browser will open the site. Accept any warnings regarding secure connections or security certificates.

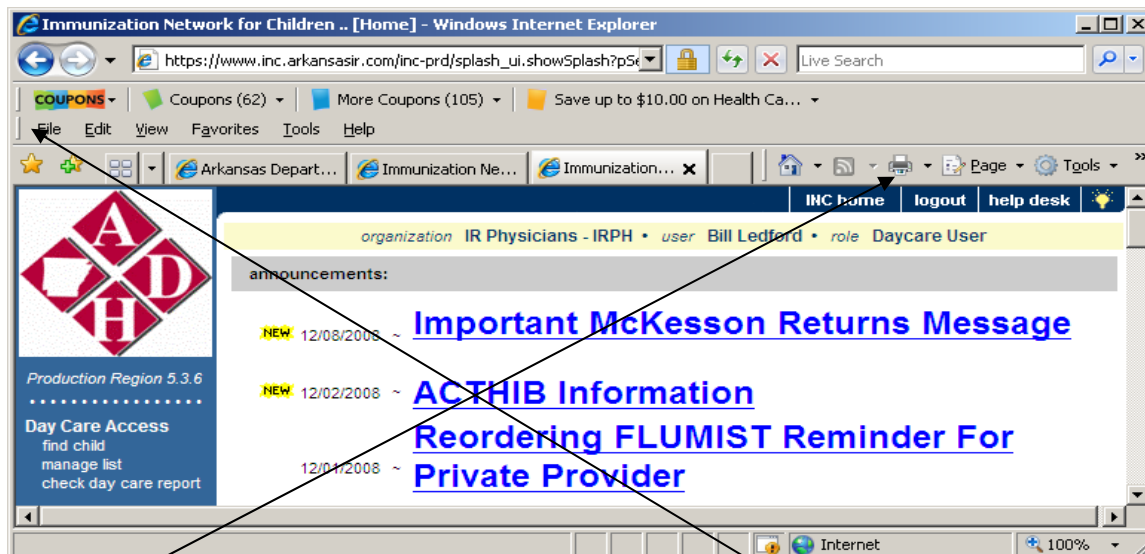


5. At the INC login screen, enter your **organization PIN**, **username**, and **password** that have been given to you. The information on this screen is case sensitive; enter the information exactly as you received it via e-mail from the Immunization section.



6. Click the **LOGIN** button.

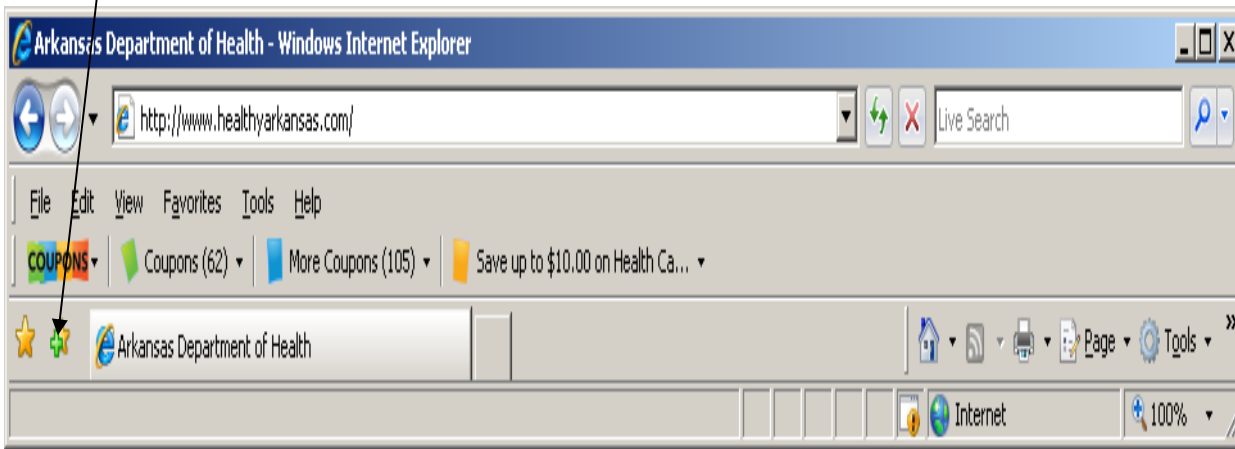
7. You will now be at the INC home page for Day Care providers.



8. All pages of the INC can be printed by using **FILE** print or by using the **print** icon.

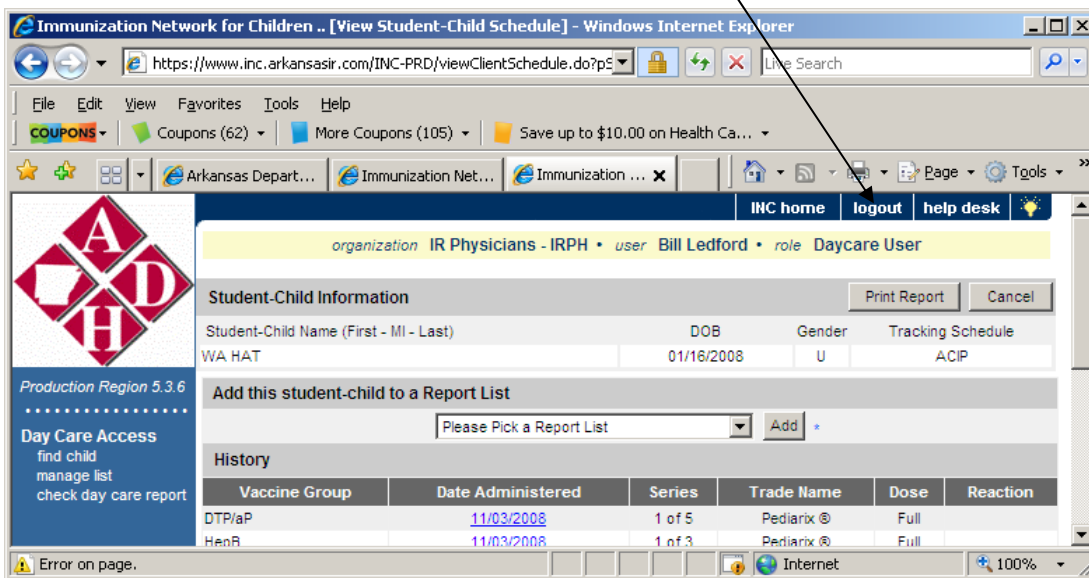
## Adding INC to Favorites (Internet Explorer):

1. Once at the login screen, **before logging in**, click on **Favorites** on your browser's menu bar or click the button. You can then save it to your favorites for easy access.



## Exiting INC

To exit from the INC Web site, click the **LOGOUT** button on the INC menu bar at the top of the screen. INC may be closed this way from any screen within the registry. Once you click the **LOGOUT** button, you will be returned to the INC login screen.



## Time Outs in INC

For security reasons, your session with INC will time out after forty-five minutes of inactivity. A message will be displayed briefly and then the login screen will be displayed. To continue to use INC, you will need to log in again.

