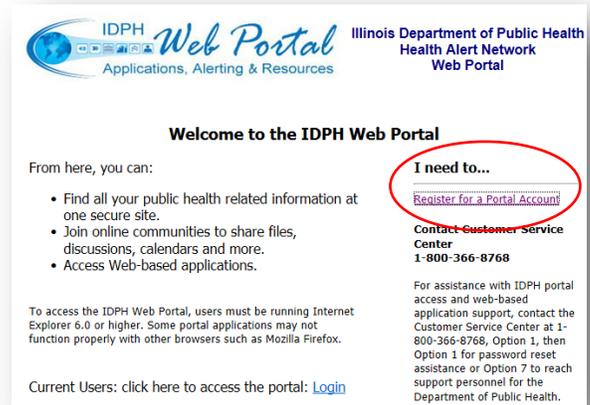
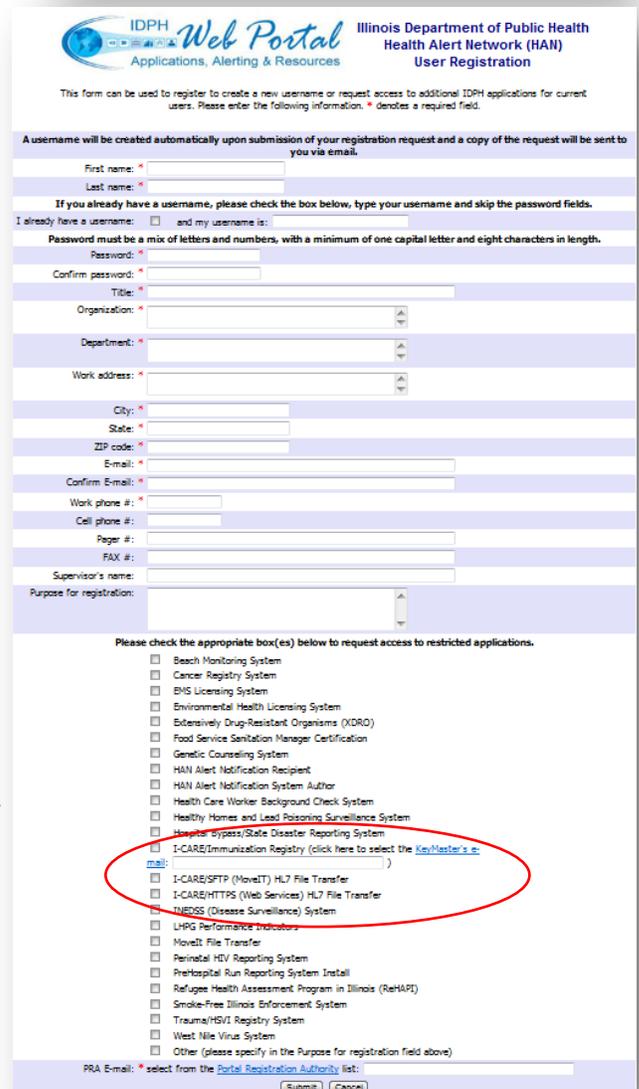


IDPH Web Portal Online Registration Process

When creating I-CARE account, please use Internet Explorer **only**. Both Firefox and Google Chrome have been found to have issues with this process.

1. Open an Internet Explorer browser and enter www.idphnet.illinois.gov in the address bar to access the IDPH HAN Web Portal login screen.
2. Click on the **Register for a Portal Account** option under the “I need to...” heading on right side of the screen to begin the registration process. Please read carefully the Web Portal User Agreement.
3. After reading the **Web Portal User Agreement**, click the “I Agree” button at the bottom of page to begin the registration process.
4. Upon acceptance of the agreement, the HAN Web Portal User Registration form will display as shown to the right.
5. Fill in all required contact information fields as requested.
 - a. Enter your First name
 - b. Enter your last name
 - c. Removed.
 - d. Enter a Password based upon the following standards:
 - Must be a minimum of 8 characters
 - * Must be changed every 90 days or less
 - Must be a mix of capital letters, lower case letters, and numbers.
 - Passwords will be revoked if an account is not accessed within a period of 180 days.
 - Three grace log-ins available after a password expires.
 - Intruder detection will be employed for 30 min lockout on account after 2 failed attempts.

IDPH Web Portal Illinois Department of Public Health
 Applications, Alerting & Resources Health Alert Network (HAN) Web Portal

Welcome to the IDPH Web Portal

From here, you can:

- Find all your public health related information at one secure site.
- Join online communities to share files, discussions, calendars and more.
- Access Web-based applications.

I need to...
[Register for a Portal Account](#)
 Contact Customer Service Center
 1-800-366-8768

For assistance with IDPH portal access and web-based application support, contact the Customer Service Center at 1-800-366-8768, Option 1, then Option 1 for password reset assistance or Option 7 to reach support personnel for the Department of Public Health.

To access the IDPH Web Portal, users must be running Internet Explorer 6.0 or higher. Some portal applications may not function properly with other browsers such as Mozilla Firefox.

Current Users: click here to access the portal: [Login](#)

IDPH Web Portal Illinois Department of Public Health
 Applications, Alerting & Resources Health Alert Network (HAN) User Registration

This form can be used to register to create a new username or request access to additional IDPH applications for current users. Please enter the following information. * denotes a required field.

A username will be created automatically upon submission of your registration request and a copy of the request will be sent to you via email.

First name: *
 Last name: *

If you already have a username, please check the box below, type your username and skip the password fields.
 I already have a username: and my username is: _____

Password must be a mix of letters and numbers, with a minimum of one capital letter and eight characters in length.
 Password: *
 Confirm password: *

Title: *
 Organization: *
 Department: *
 Work address: *
 City: *
 State: *
 ZIP code: *
 E-mail: *
 Confirm E-mail: *
 Work phone #: *
 Cell phone #: *
 Pager #: *
 FAX #: *
 Supervisor's name: *
 Purpose for registration: *

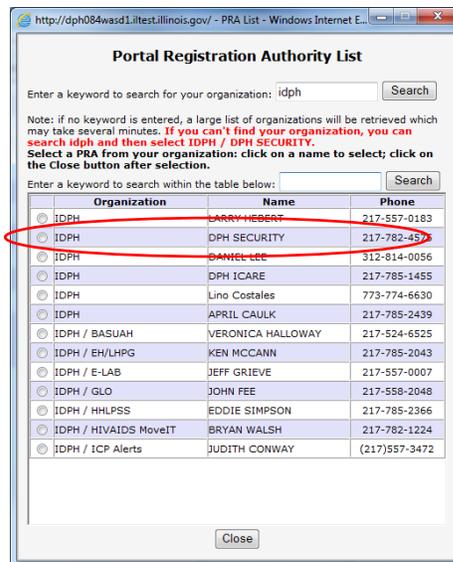
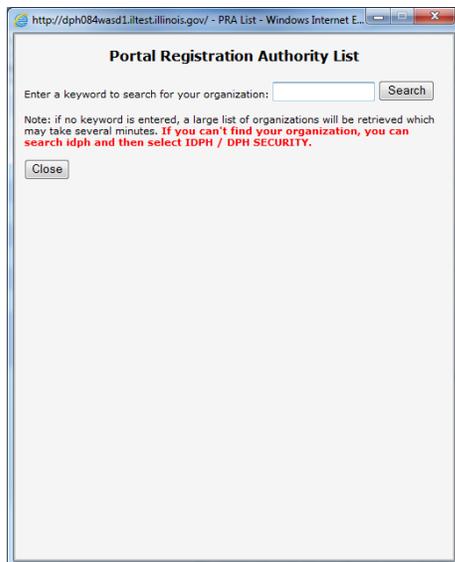
Please check the appropriate box(es) below to request access to restricted applications.

- Beach Monitoring System
- Cancer Registry System
- EMS Licensing System
- Environmental Health Licensing System
- Extensively Drug-Resistant Organisms (XDRO)
- Food Service Sanitation Manager Certification
- Genetic Counseling System
- HAN Alert Notification Recipient
- HAN Alert Notification System Author
- Health Care Worker Background Check System
- Healthy Homes and Lead Poisoning Surveillance System
- Hospital Inpatient/State Disaster Reporting System
- I-CARE/Immunization Registry (click here to select the KeyMaster's e-mail: _____)
- I-CARE/SFTP (MoveIT) HL7 File Transfer
- I-CARE/HTTPS (Web Services) HL7 File Transfer
- IMDESS (Disease Surveillance) System
- LPHG Performance Indicators
- MoveIt File Transfer
- Perinatal HIV Reporting System
- Prehospital Run Reporting System Install
- Refugee Health Assessment Program in Illinois (ReHAPI)
- Smoke-Free Illinois Enforcement System
- Trauma/HSVI Registry System
- West Nile Virus System
- Other (please specify in the Purpose for registration field above)

PRA E-mail: * select from the Portal Registration Authority list:

IDPH Web Portal Online Registration Process

6. Fill in the Purpose for Registration field with VFC PIN or "Meaningful Use" etc. and then check **ONLY** appropriate boxes next to required applications. Select IDPH ICARE Immunization Registry.
For Key Master, search idph and Select IDPH DPH ICARE.
7. Click on the link to the left of the PRA E-mail field to display a list of designated PRA by facility.
8. A Portal Registration Authority List will appear, see image below. Enter a keyword in your organizations' name (ex. IDPH) and then click the Search button.



9. Select the appropriate organization.
NOTE: If the desired facility is not listed, search idph and select IDPH Security and close the window.
10. The PRA's E-mail address will now display in the PRA E-mail field.
11. When all the required fields are entered, click on the **Submit** button to complete the online portion of the registration process and generate the user account.
12. The system will display the User Registration form that **MUST** be printed, signed, and faxed to your PRA (or DPH ICARE at 217-524-0967 if no PRA has been designated) for administrative and audit purposes.
13. After printing the form, close the window to end the process. Notification will be sent to the selected PRA of the request and again when the account is activated.

Questions regarding this process can be directed to IDPH IT Security at 217-557-5496 or email dph.security@illinois.gov or the IDPH Helpdesk at 217-557-2923 or email dph.helpdesk@illinois.gov.