

# Identifying your ImmTrac2 Org Code in VAOS

VAOS Job Aid for Providers | 01/09/2021

# Overview

- **Purpose**

- The following job aid describes how COVID-19 Vaccine Providers can confirm they are using their correct Organization Code for reporting vaccine administration in ImmTrac2
- This information can be verified in ImmTrac2 and the Vaccine Allocation & Ordering System (VAOS)

- **Audience**

- Providers that use the ImmTrac2 web application
- VAOS Primary and backup vaccine coordinators



# Confirm your Organization in ImmTrac2



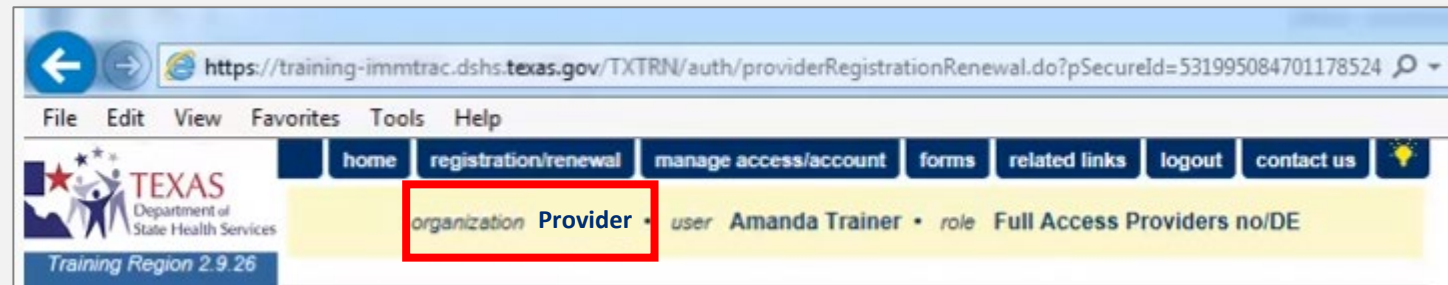
**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# Confirming reporting to the correct ImmTrac2 organization

If you are **associated with multiple organizations**, confirm that you are **logged into the correct one in ImmTrac2** when reporting vaccine administrations.

When logged into Immtrac2, always verify that the *organization* below the navigation tabs is the correct Provider organization for which you are reporting.




# Finding your ImmTrac2 Org Code in VAOS




# Step 1: Log Into VAOS

1. You can find your ImmTrac2 Org Code in your VAOS dashboard. To do this, log in at <https://texasvaccines.dshs.texas.gov/>

HHS Enterprise Portal

 TEXAS  
Health and Human Services



### System Use Notification

Warning: This is a Texas Health and Human Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

**Broadcasts**

#### Sign In

Username

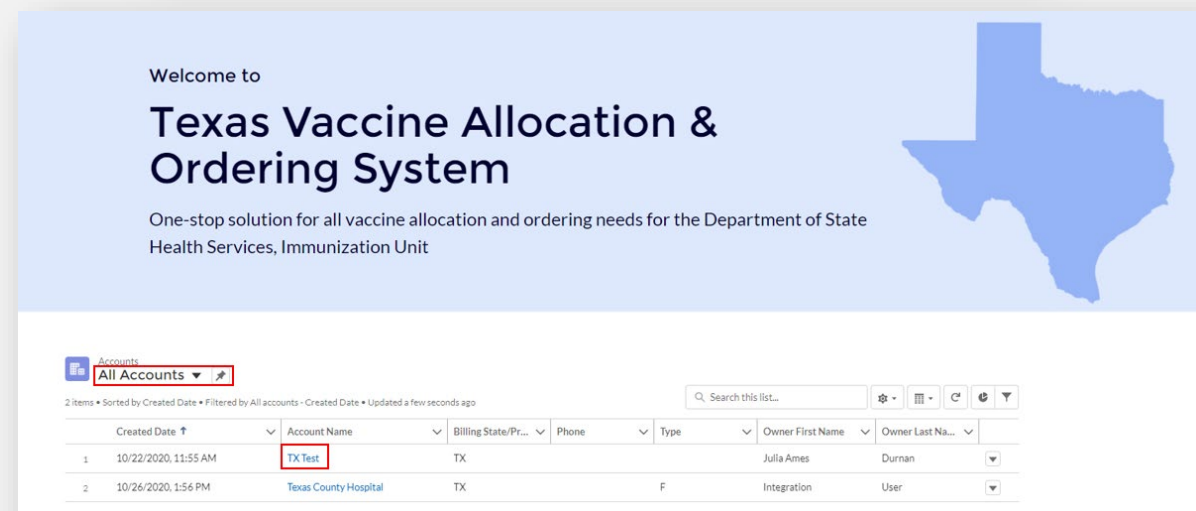
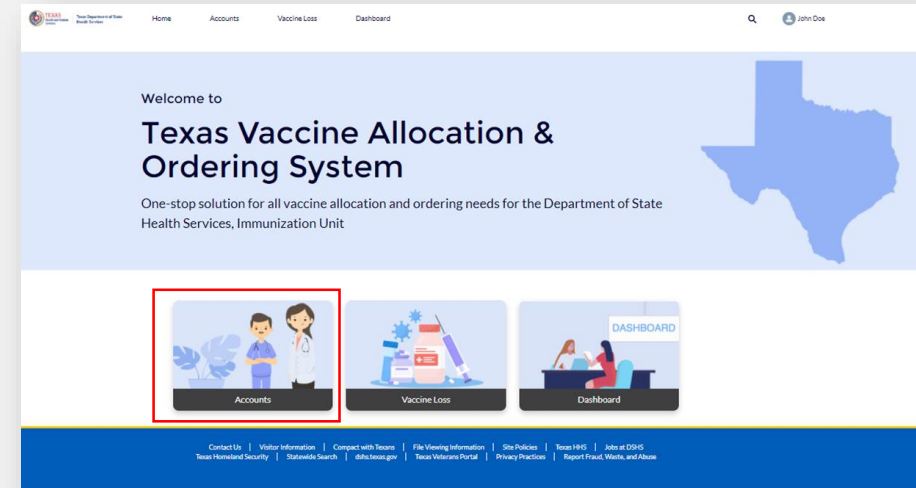
Password

[Forgot Username?](#)  
[Forgot Password?](#)

# Step 2: Navigate to your Accounts Page

2. In VAOS, navigate to the **Accounts** tab. Each of your approved facility locations will be listed as an account.

3. From the drop-down menu, select **All Accounts** to view all your facilities. Select the facility location that will be accepting the allocation.



# Step 3: View Your Account Page

4. On your **Account Details** page, you will find the *Organization Code* field. This code is your Immtrac2 Org Code.

Account Name	Haitao Pharmacy Four	Facility Status	Y
Parent Account		Account Record Type	Vaccine Ordering
Indicator	N	IIS PIN	1234567890
Source Type	Manually Entered	Original Certification Date (VFC)	10/28/2020
Provider PIN	300017	Renewal Certification Date (VFC)	10/28/2020
Immtrac OrganizationID	7436305	Site Registration Date	10/28/2020
OrgIntent	N/A	Site Agreement Date	10/28/2020
OrganizationCode	HAIT1897	VFC Program	Y
Total NO of TX Prescribing Authority	0	VTrcks Provider ID	
Address Line 1	12120 Medallion Ln	VTrcks Status	Active
Address Line 2		VTrcks Status Reason	
City		VTrcks Status Comment	



# Have Questions?

For questions about ImmTrac2 and reporting: [ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov)

For questions about VAOS and accessing the dashboards, please contact us at [COVID19VacMgmt@dshs.texas.gov](mailto:COVID19VacMgmt@dshs.texas.gov)

