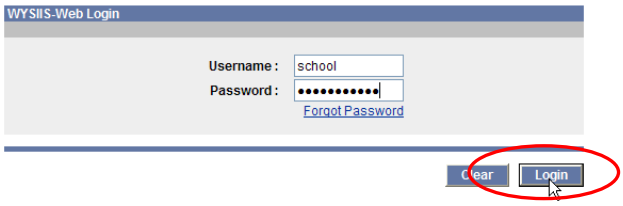
V486 - School Nurse Quick Start User Guide

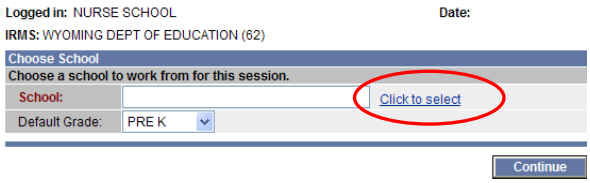
NOTE: Immunization documentation presented to school nurses upon enrollment is considered an educational record, and therefore is subject to FERPA regulations.

In the top of your browser bar, enter the following address into the window: https://wyir.health.wyo.gov – this will take you to a page where you will see a display similar to the following:

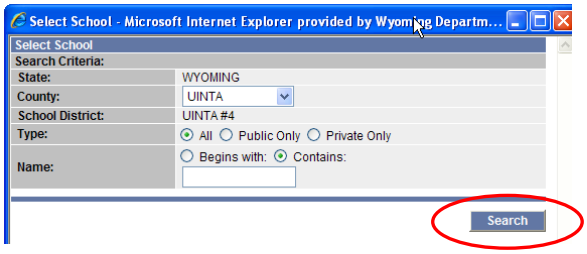
LOGIN:



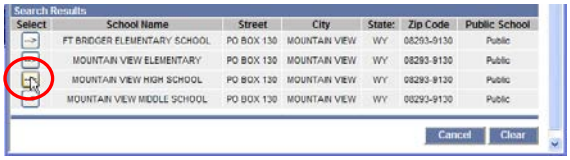
Click on the **[Login]** button; depending upon your enrollment information, you may be prompted to choose your school you are working under. If not, you are assigned to only one school.



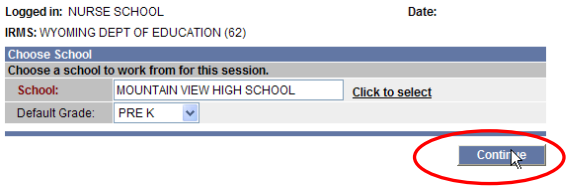
If you work for only one school, skip ahead to SEARCH FOR STUDENTS. If assigned to multiple schools, click on the Click to select link; a window similar to the following will appear:



Click on the **[Search]** button; you will then see a window with list of schools under your school district:

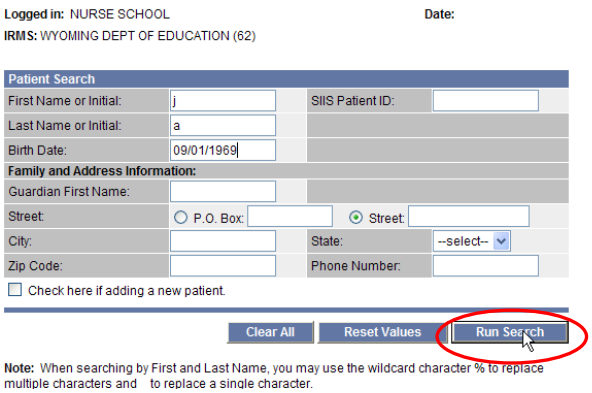


Click on the arrow next to the appropriate school; a screen similar to the following will appear:

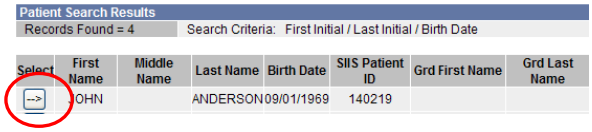


If the information presented is correct, click on the **[Continue]** button. This will take you to the patient search/add screen.

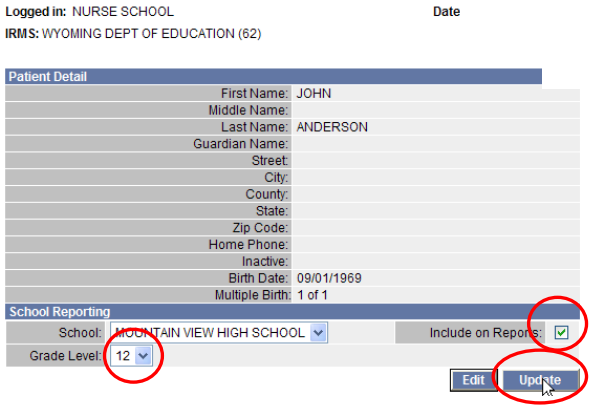
SEARCH FOR STUDENTS:



It is recommended to enter the first initial of the first name, first initial of the last name, and Birth Date, in a manner similar to what are presented. After doing so, click on the **[Run Search]** button. A screen similar to the following will display:



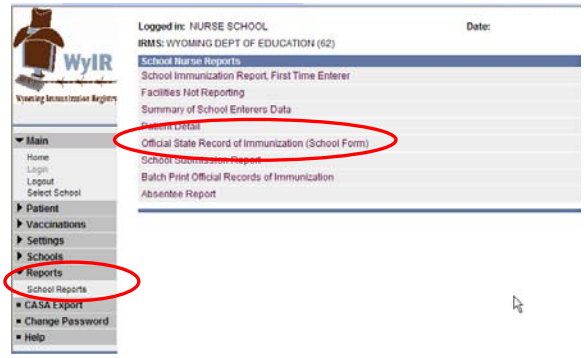
Click on the "select" arrow, if the student appears. A screen similar to the following will appear:



Select the student's appropriate grade level from the drop-down box; check upon "Include on Reports," and click the **[Update]** button.

You may now view the Student's records available within the WyIR by looking at the Official State Record of Immunization (School Form).

SCHOOL FORM:



After a student is selected, click on Reports-School Reports, then click on the Official State Record of Immunization (School Form) as highlighted; you will then see the Official State Record of Immunization.

		Sep 23, 2010
Signature or Stamp of Licensed Physician/Designee, or Public Health Authority*		Date Issued
609 SOUTH 2ND STREET		(307)721-2565
Street Address		Telephone Number
LARAMIE	WYOMING	82070
City	State	Zip Code

*Public Health Authority means any qualified State or Local Health Department personnel or a school nurse.

Please note that school nurses are recognized as a signatory authority for the form.