Texas Vaccines for Children TVFC

STEP 1:

To access the *State Inventory Reporting* online course, go to:

http://www.dshs.state.tx.us/immunize/tvfc/

In the **Training & Education** section at the bottom of the screen, click on the link to the *State Inventory Reporting Course.* This link will take you to the **Provider Training** login page.

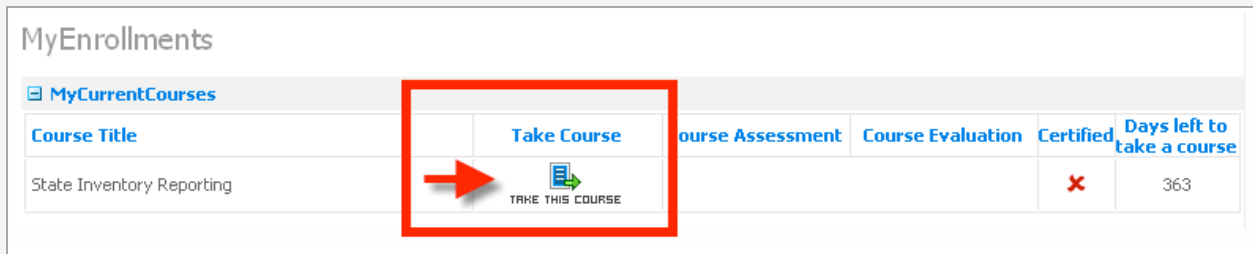**Scroll down**
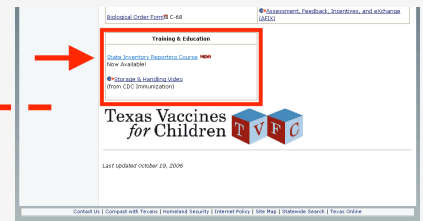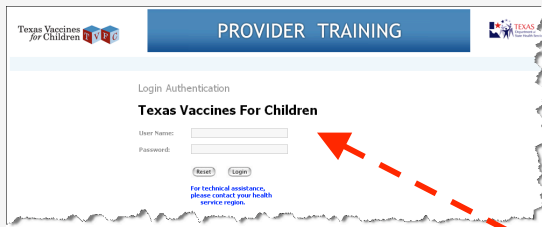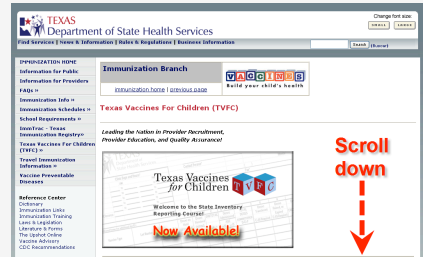
STEP 2:

On the **Provider Training** screen, enter your **User Name** and **Password** and click on the **Login** button (Login).

User Name consists of the first 2 letters of your first name and the first 5 letters of your last name followed by your PIN (i.e., Mary Johnson = majohns123456). If your last name has less than 5 letters, then all letters should be included (i.e., Michael Ho = miho123456). All lowercase, no spaces. Your permanent, assigned Password is **pass@word1**.

STEP 3:

After you are logged in, you will be directed to the MyEnrollments screen. Under MyCurrentCourses, click on the TAKE THIS COURSE button ( ) located next to the course title.

MyEnrollments

MyCurrentCourses

Course Title	Take Course	Course Assessment	Course Evaluation	Certified	Days left to take a course
State Inventory Reporting	TAKE THIS COURSE			✗	363

If the course times out after a period of inactivity, you will be directed to a login screen where you must re-enter your User Name and Password to return to the course.

STEP 4:

After you complete the course, return to the **MyEnrollments** screen to print a completion certificate.

If you have questions or need assistance, contact your Health Service Region.