



# VIPR Admin Transition Quick Reference Guide

The role of the VIPR Administrator (VA) is vital for any organization accessing VIPR.

## VIPR Admin Responsibilities in VIPR 2019

- Review user accounts and roles every 90 days, make necessary changes immediately. Confirm that all VIPR users are actively employed at your organization.
- Create, edit, and inactivate all VIPR user accounts for the organization as necessary. Assist with password resets as necessary.
- Share training materials and instruction about how to use VIPR.

## VIPR Admin Transition to VIPR 2019

1. GLHC will send VIPR Admins the website address / URL link to VIPR 2019
  - a. The email be sent from [info@gl-hc.org](mailto:info@gl-hc.org).
  - b. Save the link as favorite in your preferred browser.
2. Notify VIPR users at your organization that VIPR is changing (date + new link + how they log in). Share training materials (user guide, recorded webinar).
3. When notified by GLHC, navigate to VIPR 2019, enter your VIPR username, click "Forgot Password?" button.
4. Enter the answer to your Challenge Question and click on "Request Email".
5. Check your email for an email containing a link to reset your VIPR password – this link is only good for 24 hours.
6. Create (and confirm) a new password for VIPR. Click Login.
  - a. Passwords must be at least eight characters in length and contain at least three of the following four types of characters: uppercase, lowercase, number, non-alphanumeric.
7. Navigate to User Management page (vs patient search).
  - a. Verify that all users for the organization have accounts.
  - b. Create accounts for any user new to VIPR in the last ~3 months.
  - c. Edit or deactivate any users as necessary.
8. Send PW reset email to users (24 hour window) OR create temporary passwords for users.
9. Assist users as necessary with logging in and using the new VIPR.

For more information, review the **VIPR 2019 Administrator User Management Guide** located on the GLHC website, [www.gl-hc.org/vipr-training-guides](http://www.gl-hc.org/vipr-training-guides).