

# EZIZ Training User Guide

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## Overview of EZIZ Training Platform

EZIZ is the e-learning and resource website for California’s vaccine programs. EZIZ Training is available to anyone enrolling their practice in a California vaccine program, completing annual recertification, or simply wanting to learn more about vaccine storage, handling, and administration best practices.

## System Requirements

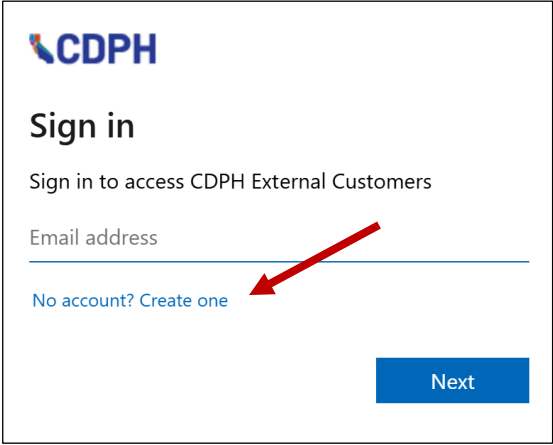
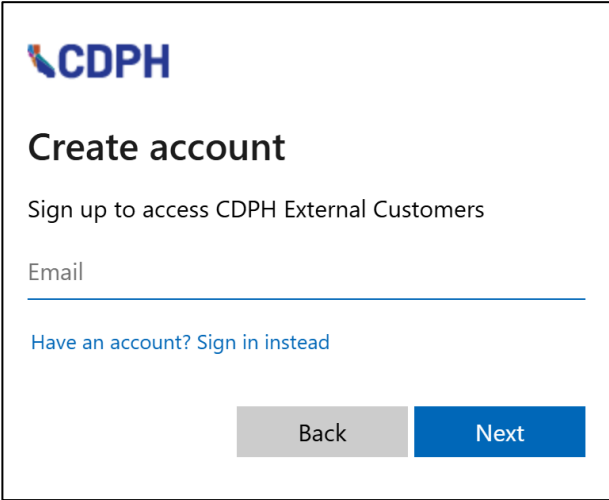
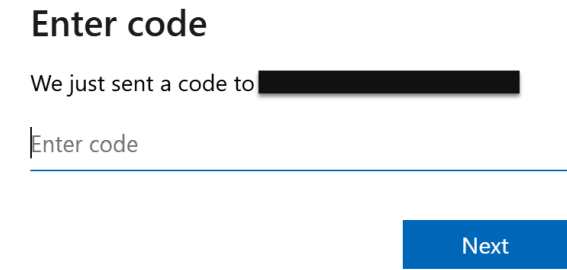
Before you get started, make sure you have everything you need and your computer is set up properly.


- Computer with speakers/headphones
- High-speed internet connection
- Recent browser version for Edge/Chrome (PC) or Chrome (Mac)
- JavaScript and pop-ups enabled
- Unique email address and a cell phone number

# How to Register and Sign in to the EZIZ Training Platform

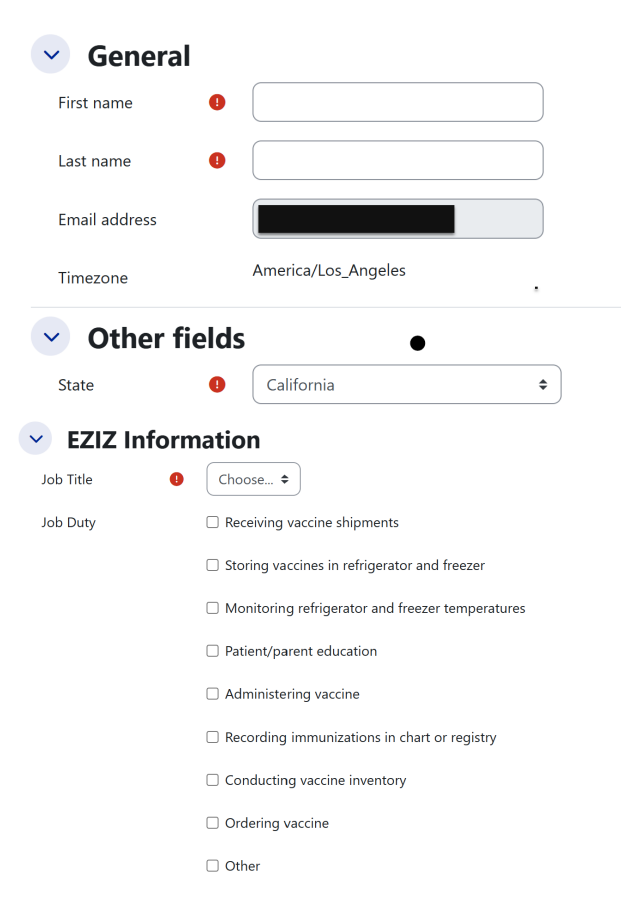
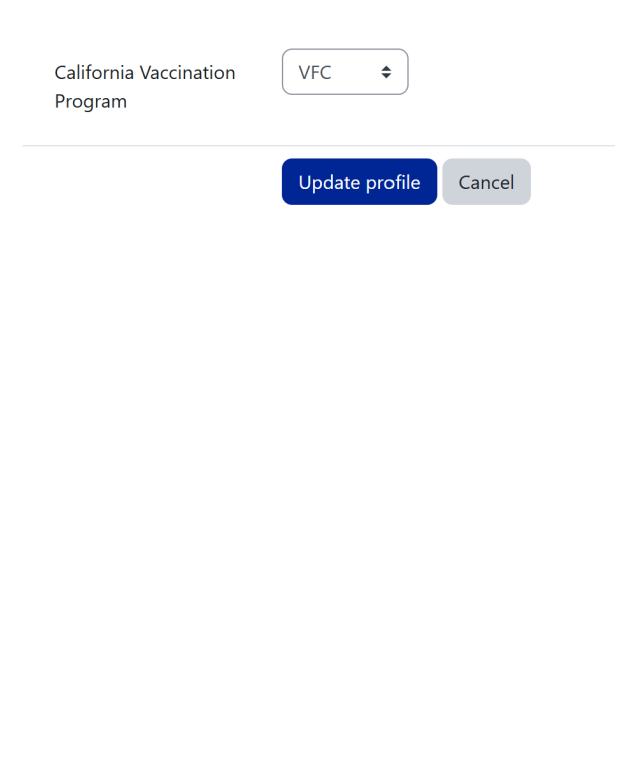
## Create an Account

Go to the [EZIZ Training login page](#).

Step	Procedure	Screen
1	<p>Click on the link “No Account? Create one”</p>	
2	<p>Enter your unique email address. (Only one account can be set up per email address.)</p> <p>If you have a myCAvax account, use the same email address.</p> <p>(This email address will be used as a username.)</p>	
3	<p>Check your email for a confirmation code and enter it here.</p> <p>(If you can't find the email, try checking the junk email/spam folder.)</p>	

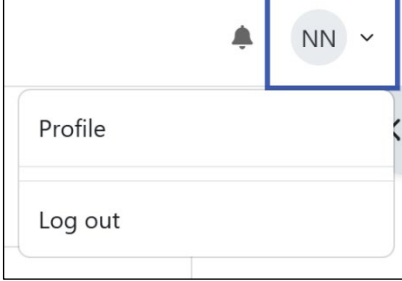
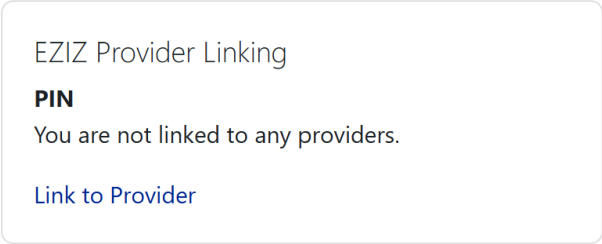
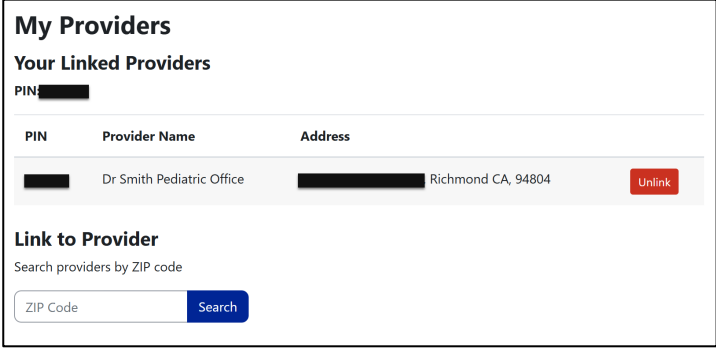
<p>4</p>	<p>Enter your cell phone number. (This number will be used to confirm your login instead of a password.)</p>	<p><b>Keep your account secure</b></p> <p>Add your phone number so we can text you whenever we need to verify it's you.</p> <p>+1 <input type="text"/> Phone number <input type="text"/></p> <p><a href="#">Use a different verification option</a></p> <p>Message and data rates apply.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Next"/></p>
<p>5</p>	<p>Check your texts for the confirmation code and enter it here.</p>	<p><b>Enter code</b></p> <p>We texted your phone +* *****<input type="text"/> Please enter the code to sign in.</p> <p>Enter code <input type="text"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Verify"/></p>
<p>6</p>	<p>When you log back in at a later date, you may periodically see an additional security step after you enter email confirmation. This step is randomly implemented to screen for bots.</p> <p>Just type in the letters that appear in the image. Then, you will proceed to enter a confirmation code from your phone.</p>	<p><b>Let's prove you're a human</b></p> <p>Enter the characters you see in the image.</p>  <p><input type="button" value="New Image"/> <input type="button" value="Use audio"/></p> <p>Enter what you see <input type="text"/></p> <p><input type="button" value="Next"/></p>

Next, fill in the registration form.

Step	Procedure	Screen
7	<p>Fill out required information indicated by the red icon.</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• State</li> <li>• Select Job Title.</li> <li>• Select any related job duties.</li> </ul>	 <p>The screenshot shows a registration form with three main sections: <b>General</b>, <b>Other fields</b>, and <b>EZIZ Information</b>. In the <b>General</b> section, there are input fields for First name, Last name, and Email address, each with a red error icon. The Timezone is set to America/Los_Angeles. In the <b>Other fields</b> section, the State is set to California. In the <b>EZIZ Information</b> section, there is a dropdown for Job Title (set to 'Choose...') and a list of checkboxes for Job Duty, including 'Receiving vaccine shipments', 'Storing vaccines in refrigerator and freezer', 'Monitoring refrigerator and freezer temperatures', 'Patient/parent education', 'Administering vaccine', 'Recording immunizations in chart or registry', 'Conducting vaccine inventory', 'Ordering vaccine', and 'Other'.</p>
8	<p>If you work in a clinic that participates in a California vaccine program, please select one of the programs (Vaccines for Children, Vaccines for Adults, SGF, or LHD 317). VFC Program participants will connect their account to a program PIN in the next step.</p> <p>Participants in other CA vaccine programs can add a PIN by updating your profile. See the Add/Remove PIN section on page 6.</p> <p>If your practice does not participate in a California Vaccine Program, select none to proceed without a PIN. You will not see step 9.</p>	 <p>The screenshot shows a selection screen for the California Vaccination Program. It features a dropdown menu labeled 'California Vaccination Program' with 'VFC' selected. Below the dropdown are two buttons: 'Update profile' and 'Cancel'.</p>

<p>9</p>	<p>Connect your account to your clinic PIN.</p> <ul style="list-style-type: none"> <li>• Enter your clinic’s zip code</li> <li>• Select your clinic from the list.</li> <li>• Add more clinic locations if needed.</li> </ul> <p>When done, click on the Home tab at the top of the page to go to your learning history and start taking training.</p>	
<p>10.</p>	<p>If you did not select a California vaccine program in step 7, you will be taken to the Preferences page.</p> <p>You do not need to do anything on this page.</p> <p>Click on the Home tab at the top of the page to go to your learning history and start taking training.</p>	

## How to Add/Remove your PIN after you have already registered

Step	Procedure	Screen
1	Click on your initials at the top right of the screen. Select "Profile"..	
2	Under EZIZ Provider Linking on the top right of your Profile page, Select "Link to Provider"	
3	<p>Input the zip code for your clinic location and select from the list to add the clinic/PIN to your account.</p> <p>If you would like to remove a clinic from your account, click the "Unlink" button.</p>	

## How to Access Your Learning History Page

1. Once you have signed in to EZIZ Training, your Learning History (Home) page will show the status of all of the lessons. You will see required lessons for different roles and vaccine programs as well as optional skills training.
2. Click “Enroll” to start a lesson. If you’ve Reset or enrolled in a lesson and have not completed any steps, you will see “Enroll” replaced with “Begin.”

### Learning History

**Please note:** Users must complete all steps for each course to earn certificates. Enroll to get started.

Required for Vaccine Coordinator, Backup, Provider of Record and Designee	
VFC Program Requirements	Enroll
Storing Vaccines	Enroll
Monitoring Storage Unit Temperatures	Enroll
POM Acknowledgement	Enroll

## Navigating Your Learning Path

### Completing Lessons

Each interactive lesson will open up to a course page that shows you all the steps that must be completed.

- pre-lesson check.
- interactive lesson.
- post-lesson check

**Technical Tip:** If a lesson does not advance, ensure all audio has finished and all interactive buttons on the slide have been clicked.

▼ **Pre-Check** Collapse all

VFC Program Requirements Pre-Lesson Check To do ▼

▼ **Lesson**

VFC Requirements Lesson

Not available unless: The activity **VFC Program Requirements Pre-Lesson Check** is marked complete

▼ **Post-Check**

VFC Program Requirements Post-Lesson Check

Not available unless: The activity **VFC Requirements Lesson** is marked complete

▼ **Certificate**

VFC Program Requirements - Post-Check

Not available unless: The activity **VFC Requirements Lesson** is marked complete

### For PDF lessons

- Click on the PDF and review the file.
- Access your certificate after viewing the file. Use the left navigation.
- Click the Home tab at the top of the page to get back to learning history.

The screenshot shows a user interface for a lesson titled "Vaccine Management Plan". On the left is a navigation sidebar with a close button (x) and a menu icon (three dots). The sidebar lists "Lesson" (with a dropdown arrow), "Acknowledgement Text", "Vaccine Management Plan" (highlighted with a green dot), and "Certificate" (with a dropdown arrow). Under "Certificate", "Vaccine Management Plan" is listed. The main content area has the title "Vaccine Management Plan" and a "Course" label with a "More" dropdown. Below this is a "Lesson" section with a dropdown arrow and a "Collapse all" link. The lesson text states: "This lesson is a printable file and not an interactive lesson. Complete this lesson by clicking on the link below to review the latest version of the Vaccine Management Plan." Below the text is a PDF icon, the text "Vaccine Management Plan PDF", and a "Done" button with a dropdown arrow. Below the lesson section is a "Certificate" section with a dropdown arrow. It contains a certificate icon and the text "Vaccine Management Plan".

### Certificates of Completion

- Once you have completed all the steps and pass the post-lesson check with an 80% or higher, your **Certificate of Completion** will be available.
- For PDF lessons, the certificate will become available after reviewing the file.
- You may download and save these certificates.

The screenshot shows a "Certificate" section with a dropdown arrow. Below it is a certificate icon and the text "Administering Vaccines Post-Check". Below this is a lock icon and the text "Not available unless: You achieve higher than a certain score in Administering Vacc... Show more".

- When you are done with a lesson, click the Home tab at the top of the screen to go back to your Learning History.

### Lesson Reset

Lessons can be reset to do over again. The Reset link will show up in your Learning History once the lesson has been fully completed. Click on the link. You will receive a warning pop-up to make sure that you would like to reset your learning history to start again. This will allow you to update your completion date and certificate if needed.

You may need to refresh your page to update your learning history.



There is also a reset button for recertification. During the recertification period you can reset all of the required lessons at once. Please wait until the recertification cut off date has been announced.

#### **For California VFC Recertification:**

1. Delete your browser history.
2. [Reset all my completed courses for recertification](#)
3. Complete all required lessons for your role.
4. After lessons are completed by staff in all key practice roles, log in to [myCAvax](#) to access the VFC Recertification Form.