Overview

This email is being sent to organizations submitting patient and immunization data to the Texas Immunization Registry via the secure file transfer protocol (FTP). Please forward this communication to your IT staff and Electronic Health Records to ensure awareness and compliance.

Announcement

Effective January 1, 2026, all secure FTP account passwords must be changed every 90 days. If the current password is 90 days old or older, it is recommended that the organization's point of contact updates it before this date. Starting January 1, 2026, users will not be able to log in using an expired password and will be prompted to create a new password upon login.

Please note: This update applies only to secure FTP accounts used for unidirectional data exchange providers. It does not affect web services accounts for bidirectional organizations.

Instructions on changing secure FTP password:

1. Go to the Texas Immunization Registry Secure FTP Web Transfer Client link: https://immtrac-ftps1.dshs.state.tx.us/ThinClient/WTM/public/index.html#/login.
2. Select the 'Change Password' link located at the top right of the website.
3. The Change Password information is displayed allowing the change for the password to take place.
4. The secure FTP username is pre-populated in the 'Username' field.
5. Enter the current secure FTP password in the 'Old Password' field.
6. Enter the new secure FTP Password in the 'New Password' field.
7. Enter the new secure FTP Password in the 'Re-enter new Password' field.
8. Click the 'OK' button to finalize the change of the password.

You are returned to the Home page, and the password is changed successfully.

Password Requirements:

1) Minimum of fifteen characters long

2) Include two numbers

3) Include one special character

Password Resets: An FTP password reset should be requested when:

1) The secure FTP password is not known.

2) There has been a change in the EHR vendor

3) There has been a change in the point of contact for the organization.

Resets are only processed if the organization's point of contact confirms or approves the request.

Secure FTP password reset requests are made by contacting the registry's Interoperability Team at ImmTracMU@dshs.texas.gov.

Contact

For any questions related to this communication, please contact us via email:

Data Exchange – ImmTracMU@dshs.texas.gov

Thank you for your continued support and participation in the Texas Immunization Registry.