

## Single Sign-On Quick Guide

### Summary

**ALL** ImmTrac2 users, VAOS users, and Syntropi users must first log into the HHS Enterprise Portal to access:

- The Immunization Program Portal (Syntropi),
- ImmTrac2, or
- The Vaccine Allocation and Ordering System (VAOS).

The direct link to reach the HHS Immunization Portal is:

<https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/>.

See *Figure 1 – HHS Enterprise Portal as Gateway to Applications*.

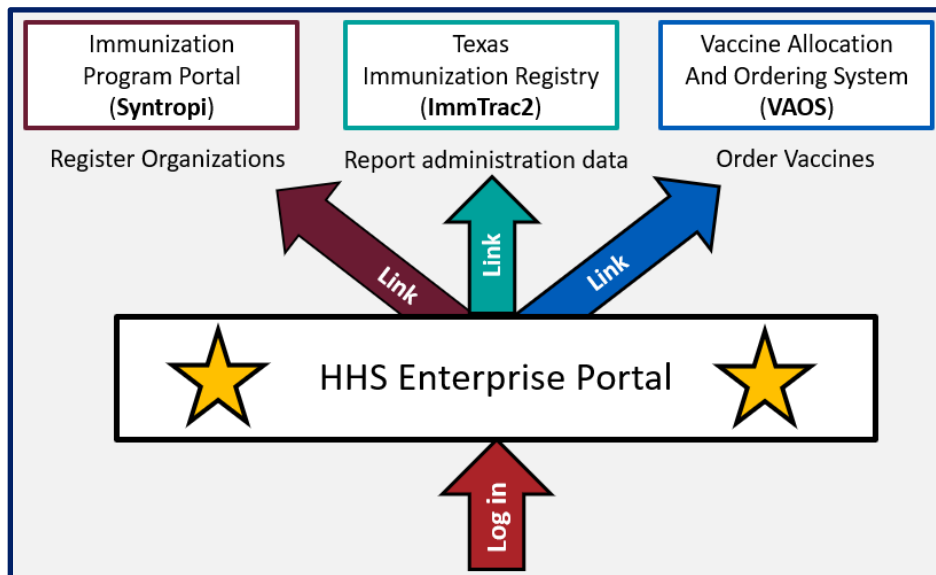


Figure 1 - HHS Enterprise Portal as Gateway to Applications

### Logging into the HHS Enterprise Portal

- Existing HHS Enterprise Portal Users:  
Continue using the same username and password.
- Existing ImmTrac2 Users (and Contractors not affiliated with DSHS/HHSC):  
Use your ImmTrac2 username and password.
- HHS or DSHS employees:  
Use your 11-digit employee number for your username, and your ImmTra2 password for your password. Be sure to include leading zeroes in your employee number.
- **NOTE: DO NOT SHARE YOUR LOGIN OR PASSWORD WITH ANYONE.**

## **Changing Your Security Questions**

- Log into the HHS Enterprise Portal,
- Click on "My Profile" in the upper right corner,
- Click on "Change Security Questions" in upper right corner,
- Choose your security questions, enter your responses, and click submit, and
- Then click "Close".

## **Accessing Syntropi, ImmTrac2, or VAOS**

- Log into the HHS Enterprise Portal and click on the link or icon to the application.
- Only Primary or Secondary Vaccine Coordinators see VAOS.
- Remember, after 15 minutes of inactivity an application will time out.

## **Resetting Your Password in the HHS Enterprise Portal**

- Go to the Portal and select "Forgot Password" in the lower right corner.
- Follow the prompts. Remember, the one-time security code expires after 30 minutes.