

How to Register for CAIR Hub and Access the Immunization Reporting Module

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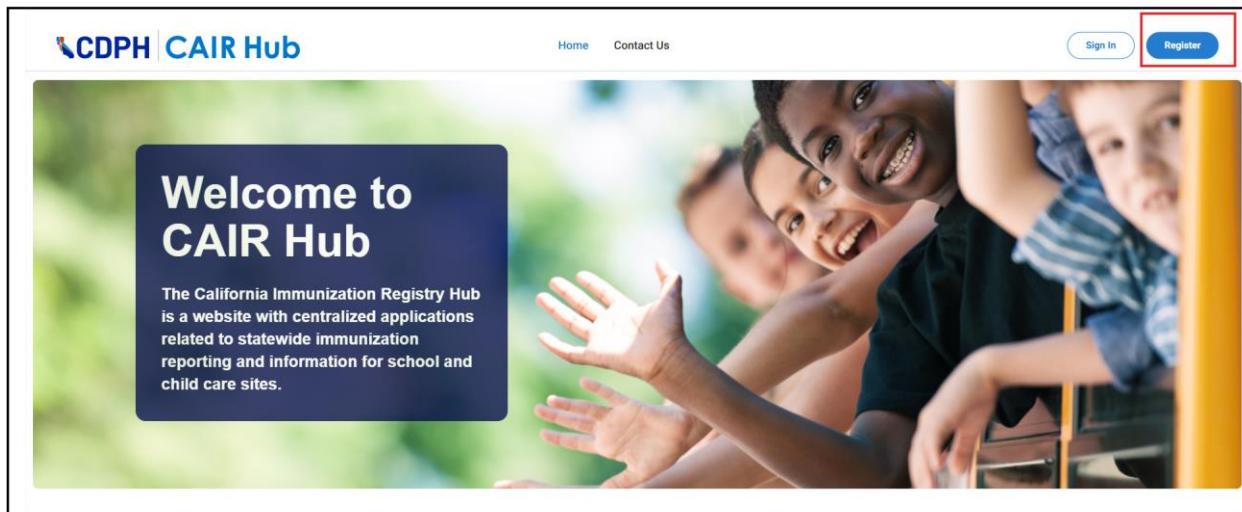
Version 3.2, January 2025 – (SRS R4.1)

Overview of the CAIR Hub Website

The California Immunization Registry Hub (CAIR Hub) is a secure website that is accessible to schools, childcare facilities. Go to <https://cairhub.cdpf.ca.gov/home> to access CAIR Hub.

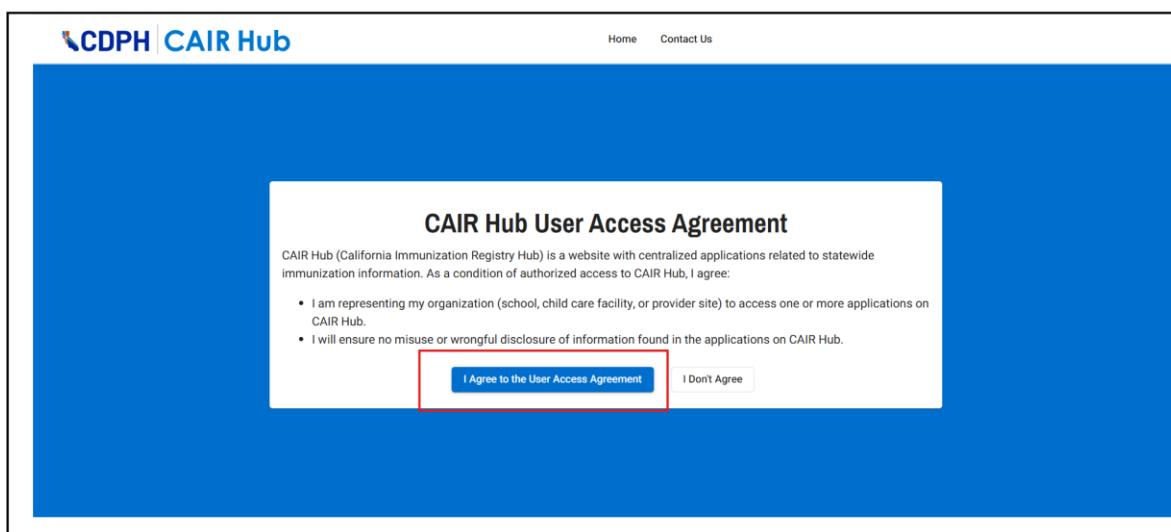
How to Register for CAIR Hub

1. To access the CAIR Hub site, click on the following link: <https://cairhub.cdpf.ca.gov/home>.



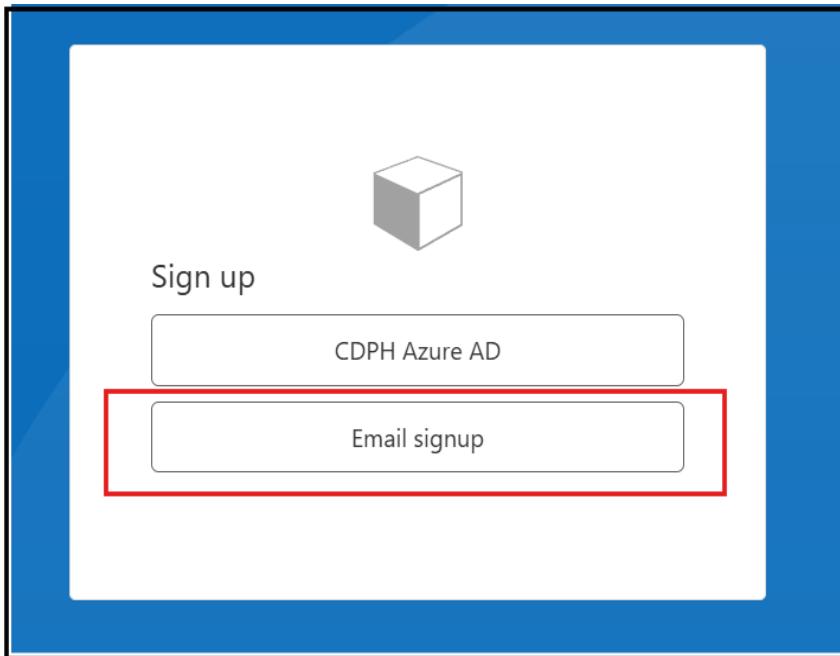
2. On the CAIR Hub Home page, click on the Register button.

The CAIR Hub User Access Agreement opens.



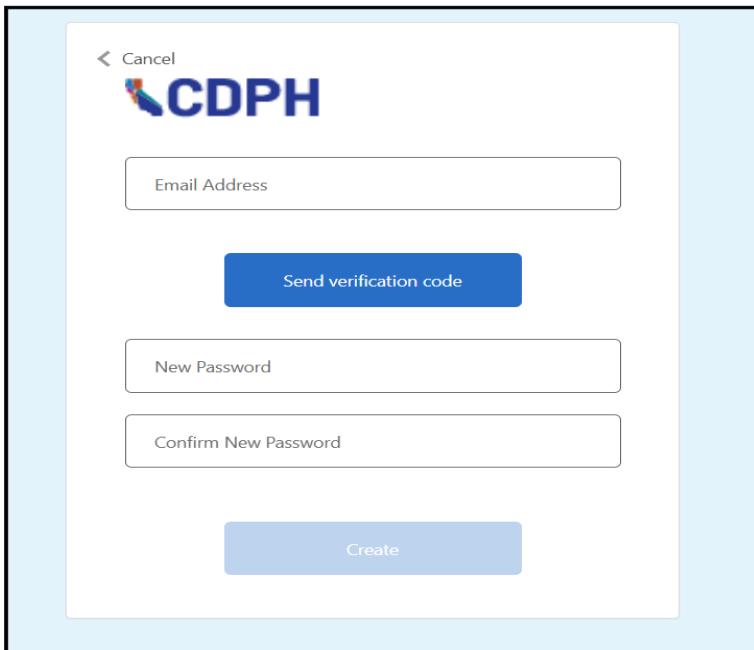
3. Read the content of the agreement, and then click on the 'I Agree to the User Access Agreement' button.

The Sign up box opens.

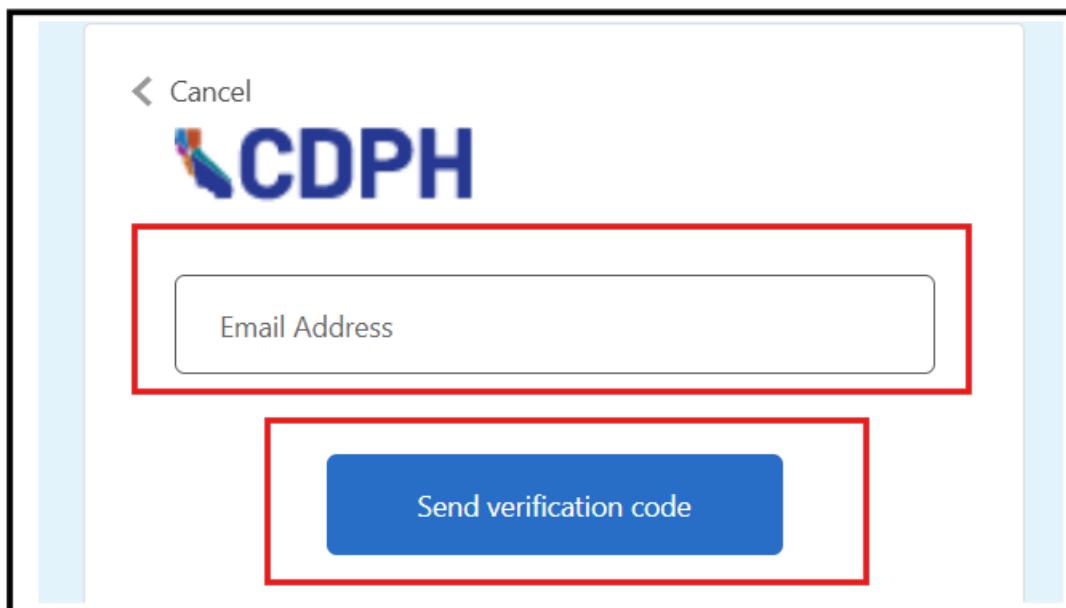


4. Click on the Email signup button.

The following dialog box opens.



This dialog box is used for email verification and creating your CAIR Hub password. Do not close the box until you have completed these two steps.



A screenshot of a web page with a light blue header and a white content area. At the top left is a back arrow and the text 'Cancel'. In the top center is the CDPH logo. Below the logo is a red-bordered input field labeled 'Email Address'. At the bottom is a blue button labeled 'Send verification code' with a red border around it.

5. Enter your email address in the Email Address field, and then click on the 'Send verification code' button.

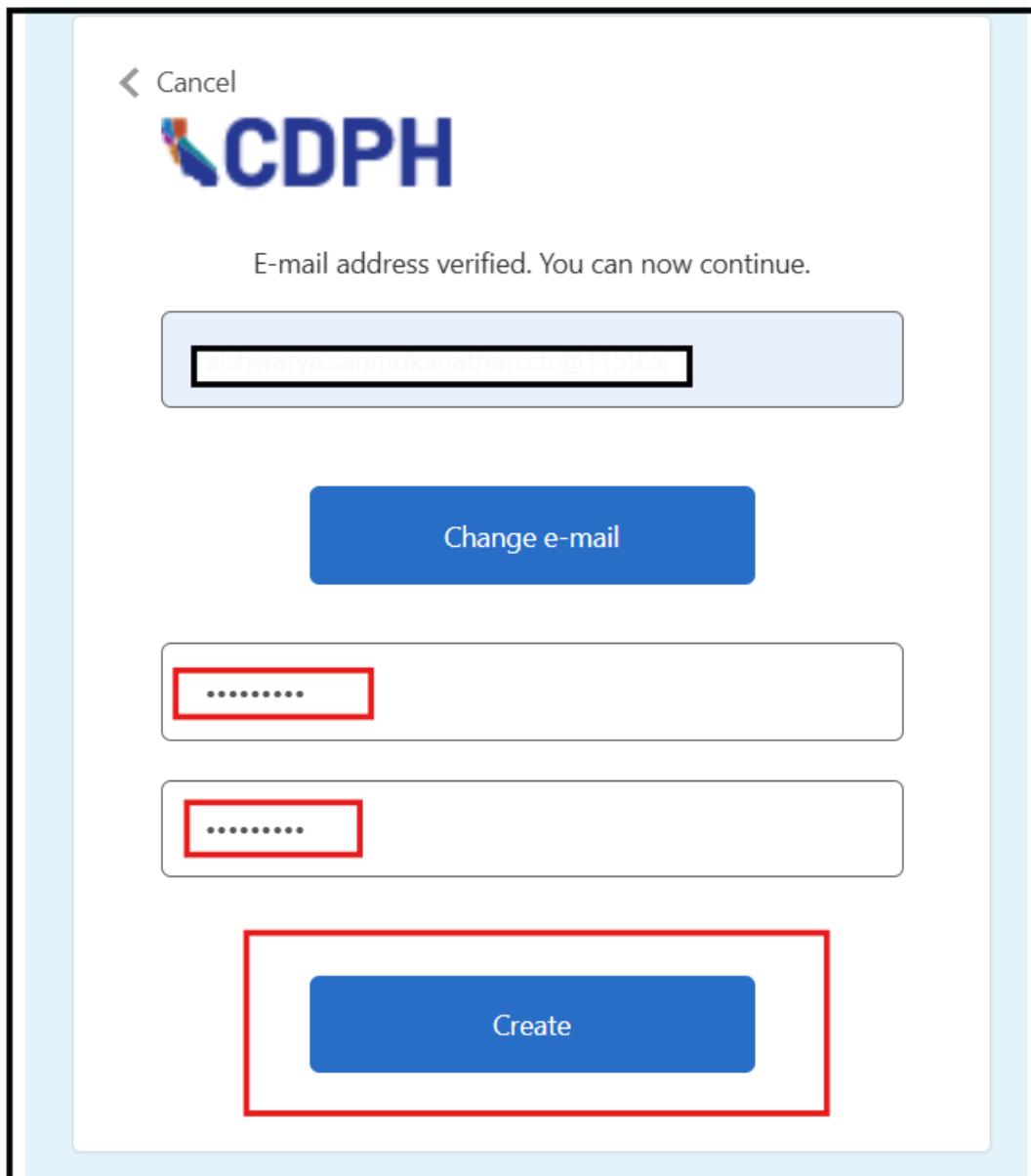
The system sends you an email with a six-digit verification code.



A screenshot of a web page with a light blue header and a white content area. At the top left is a back arrow and the text 'Cancel'. In the top center is the CDPH logo. Below the logo is a message: 'Verification code has been sent to your inbox. Please copy it to the input box below.' Below this is a red-bordered input field labeled 'Verification Code'. At the bottom are two blue buttons: 'Verify code' (which is red-bordered) and 'Send new code'.

6. Copy the verification code from your email and then paste it into the Verification Code field.
7. Click on the Verify Code button.

The system confirms that your email address has been verified. “E-mail address verified. You can continue.”



Cancel

CDPH

E-mail address verified. You can now continue.

Change e-mail

Create

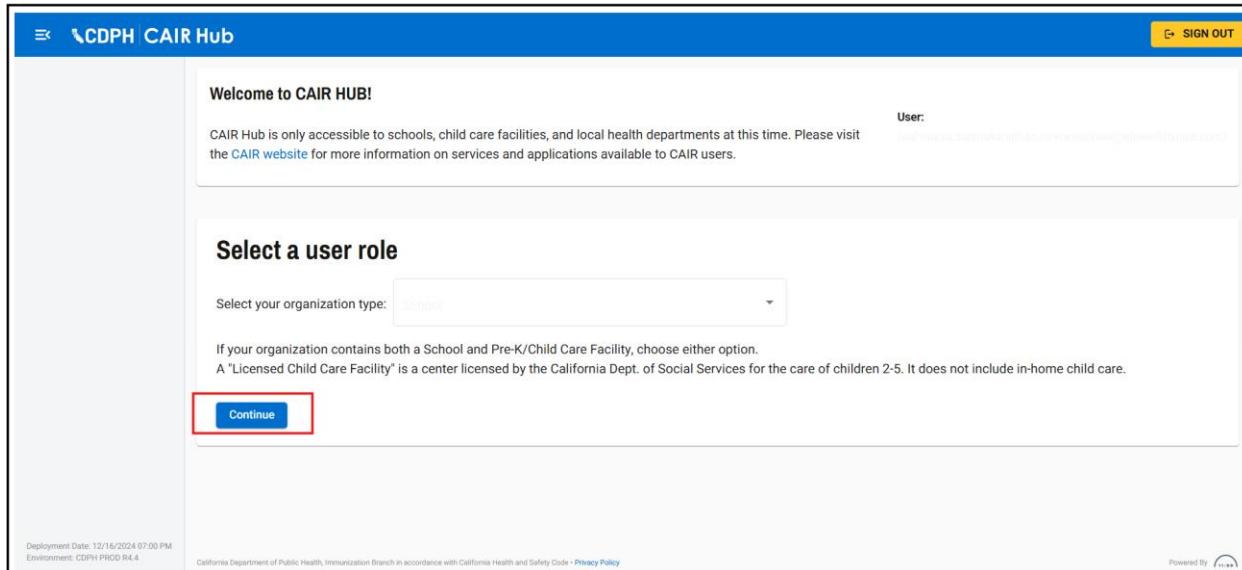
8. Create a password and enter it into the New Password and the Confirm New Password fields.

Note: Passwords must be minimum eight characters and contain at least three of the following: uppercase letter, lowercase letter, number, and symbol.

9. Click on the Create button.

The Welcome to CAIR Hub - Select a User Role page opens.

Select Your User Role



Welcome to CAIR HUB!

CAIR Hub is only accessible to schools, child care facilities, and local health departments at this time. Please visit the [CAIR website](#) for more information on services and applications available to CAIR users.

User: [View Profile](#) | [Edit Profile](#) | [Logout](#)

Select a user role

Select your organization type:

If your organization contains both a School and Pre-K/Child Care Facility, choose either option.
A "Licensed Child Care Facility" is a center licensed by the California Dept. of Social Services for the care of children 2-5. It does not include in-home child care.

Deployment Date: 12/16/2024 07:00 PM
Environment: CDPH PROD R4.4

California Department of Public Health, Immunization Branch in accordance with California Health and Safety Code • [Privacy Policy](#)

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- From the “Select your organization type” field drop-down list, select either ‘School’ or ‘Pre-K / Child Care’.

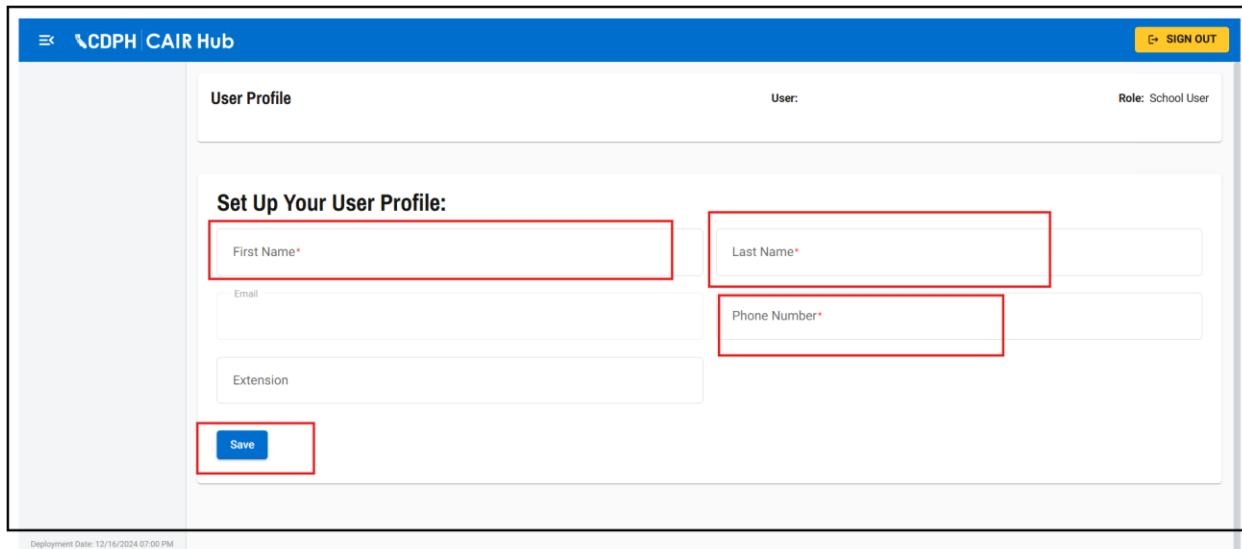
Note: If you are reporting for both types of organizations, select either one.

Important: If you select ‘Other’, the system will automatically log you out.

- Click on the Continue button.

The User Profile page opens.

Set up Your User Profile



User Profile

User: [View Profile](#) | [Edit Profile](#) | [Logout](#)

Role: School User

Set Up Your User Profile:

First Name*	Last Name*
Email	Phone Number*
Extension	

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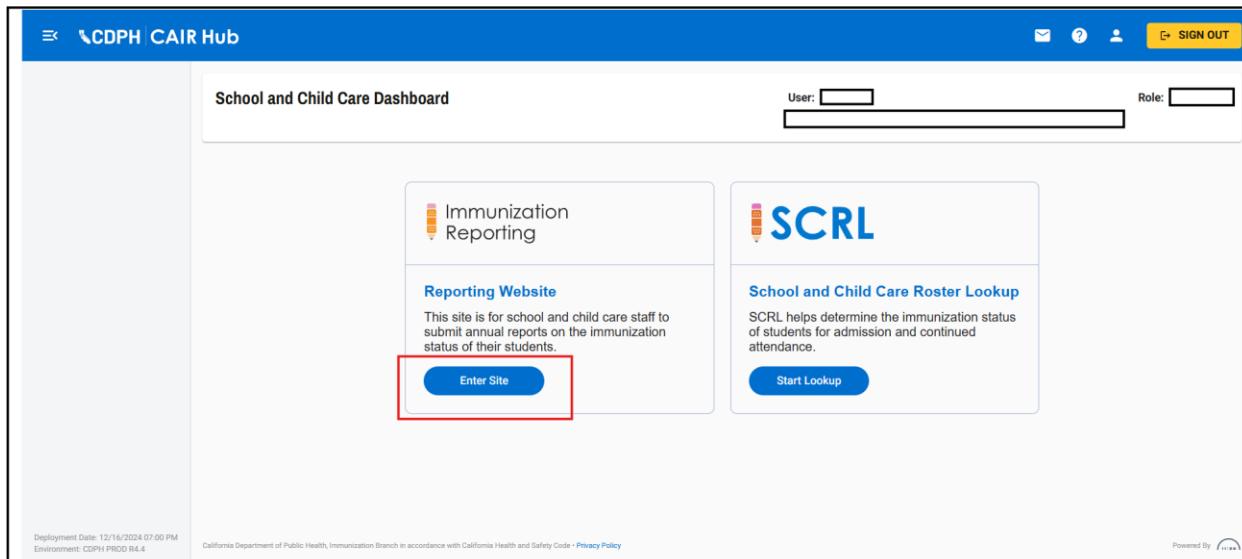
- At a minimum, enter your first name, last name, and phone number.

Note: The Email field is pre-populated and is not editable.

2. Click on the Save button.

The CAIR Hub School and Child Care Dashboard screen opens.

How to Access the Immunization Reporting Module



3. On the School and Child Care Dashboard, click on the Immunization Reporting Enter Site button.

The system logs you in and validates you as a user.

The Shots for School Immunization Reporting application opens. You are now set to start reporting.

Note: In order to use the School and Child Care Roster Lookup (SCRL), check with your organization administrator. They need to enroll and send an invitation to other staff to gain access to SCRL.

If you are only responsible for reporting immunization information, you may ignore the SCRL button.

Password Reset Notification and Expiration

You will automatically be prompted to reset your password after 120 days while logging in. The application will prompt you to complete the following steps:

1. Enter your old password
2. Enter your new password
3. Re-enter and confirm your new password
4. Click on Enter to continue. You will now use the new password created.

For more assistance, please email the CAIR Hub Help Desk at CAIRHub@cdph.ca.gov or call (800) 578-7889.