

How to Enroll an Organization in SCRL

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Version 1.0, November 2023

Overview of the CAIR Hub Website

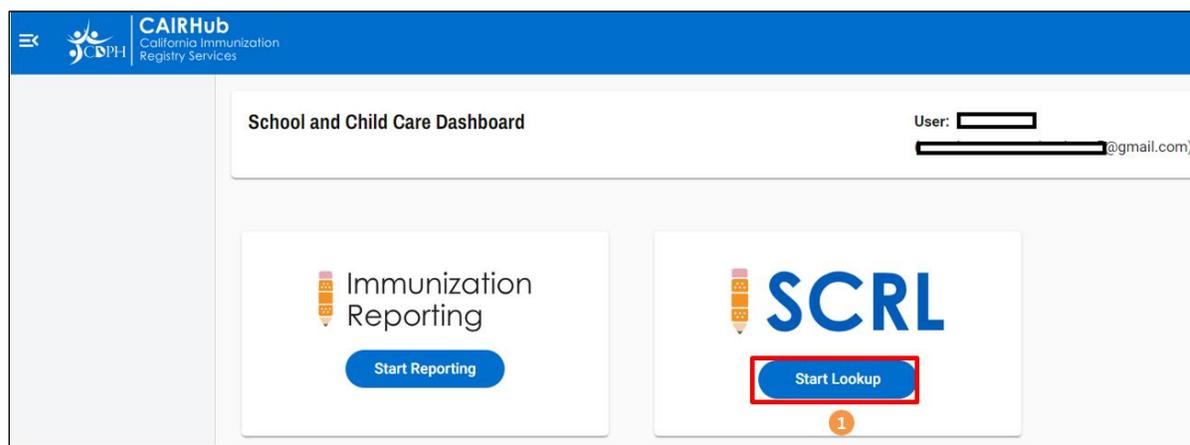
The California Immunization Registry Hub (CAIR Hub) is a secure website that is accessible to the public, schools, childcare facilities, and internal California Department of Public Health Immunization Branch staff (ShotsforSchool staff, CAIR Help Desk, enrollment review staff, and CAIR Hub administrators). Go to <https://cairhub.cdph.ca.gov/home> to access CAIR Hub.

How to Enroll Your Organization in SCRL

To be able to enroll your organization you must be registered in CAIR Hub. To learn how to register, see the *How to Register and Sign in to CAIR Hub* document. To access this document, click on the 'SCRL User Guides' link in the SCRL section of the Home page as shown below, and then click on the 'How to Register and Sign in to CAIR Hub' link in the list that opens.



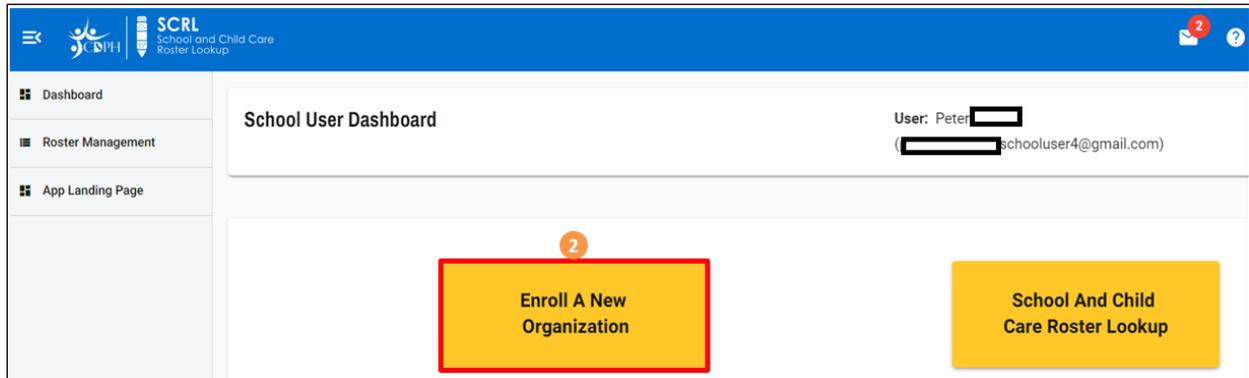
Open the Enrollment Wizard



1. On the School and Child Care Dashboard, click on the SCRL Lookup button.



If you are a school user, the School User Dashboard opens. If you are an organization administrator, the Organization Administrator Dashboard opens.



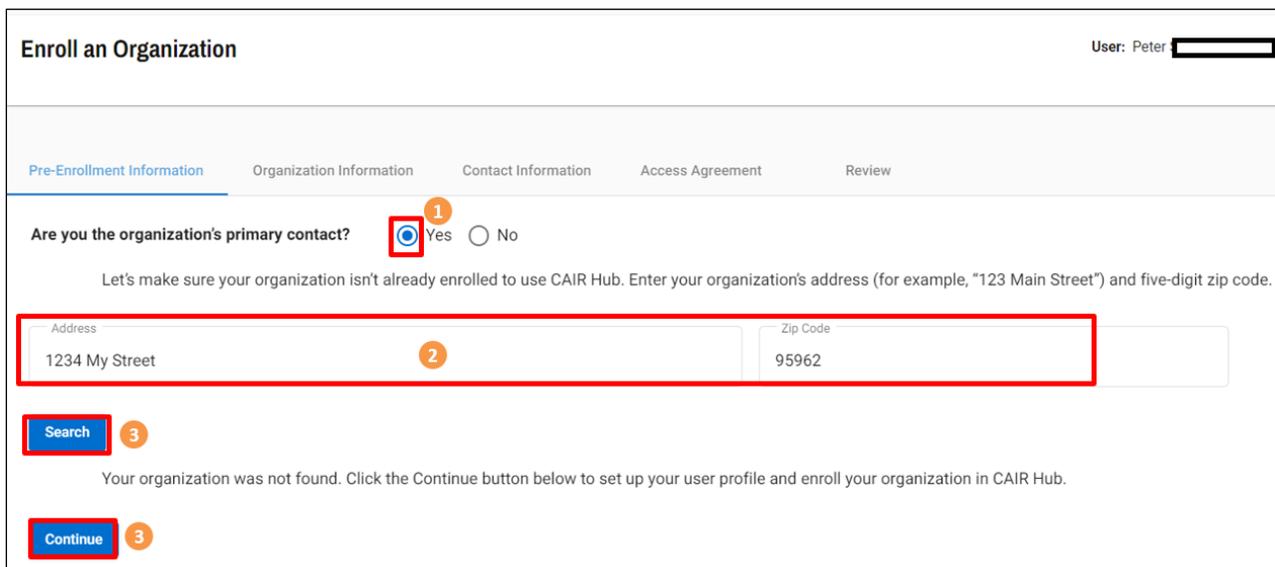
Note: If you are an uninvited CAIR Hub user, you will see only the Enroll A New Organization button.

In this case, when you enroll an organization and are approved, your user role will be “Organization Administrator” and you will have the ability to invite other organization admins and school users to this organization.

2. Click on the Enroll A New Organization button.

The Enrollment Wizard opens at the Pre-Enrollment Information page.

Have the System Verify that Your Organization is not Already Enrolled in SCRL



1. If you are the organization’s primary contact, click on the Yes button to select it.

If you click on the No button, you will get the following message:

“Please have your organization’s primary contact register and set up your organization’s account. They will also be able to invite you to complete the registration process and access the School & Childcare Roster Lookup.”

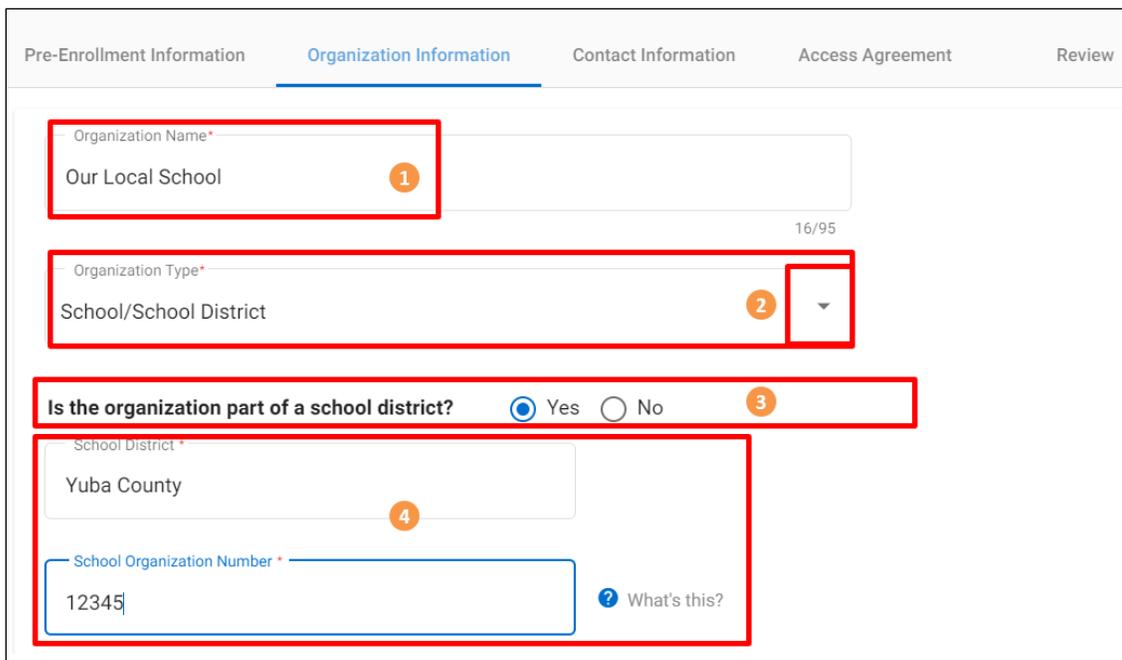
2. Enter the street address and zip code of the organization.
3. Click on the Search button.

The system looks to see if this address is already registered in CAIR Hub.

IMPORTANT: If the search finds your organization in the system, it means that it has already been registered in CAIR Hub. You will not be able to proceed. In this case, please email the CAIR Hub Help Desk at CAIRHub@cdph.ca.gov or call (800) 578-7889

4. If the address was not found, click on the Continue button.
The Organization Information page opens.

Enter the Organization Information



The screenshot shows the 'Organization Information' step of a registration process. It includes the following fields and options:

- Organization Name*:** A text input field containing 'Our Local School' with a character count of 16/95. A red box highlights this field with a '1' callout.
- Organization Type*:** A dropdown menu with 'School/School District' selected. A red box highlights this field with a '2' callout.
- Is the organization part of a school district?:** Radio buttons for 'Yes' (selected) and 'No'. A red box highlights this section with a '3' callout.
- School District*:** A text input field containing 'Yuba County'. A red box highlights this field with a '4' callout.
- School Organization Number*:** A text input field containing '12345' and a 'What's this?' help link. A blue box highlights this field.

1. Enter your organization name.
2. From the Organization Type field drop-down list, select either Child Care Facility or School/School District.
3. If your organization is part of a school district, select Yes. Otherwise, select No.
4. If you selected School/School District as you organization type, enter your school district and your school organization number.

Note: If you selected Child Care Facility as your organization type, enter your child care organization number. This will be the only field available for this selection.



Physical Address:

Address Line 1*
1234 My Road

Address Line 2

City*
Yuba City

State*
CA

Zip Code*
95910

County*
Yuba

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5. Enter the details of the physical address of your organization.

Mailing address is same as physical address: 6

Mailing Address:

Address Line 1*
1234 My Road

Address Line 2

City*
Yuba City

State*
CA

Zip Code*
95910

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Save and Continue Cancel

6. If your organization’s mailing address is the same as its physical address, click on the check box and the mailing address will auto-populate.

7. Otherwise, enter the details of the mailing address of your organization.

8. Click on the Save and Continue button.

The Contact Information page opens.

Enter the Contact Information

Pre-Enrollment Information Organization Information **Contact Information** Access Agreement Review

Name: Peter [redacted] ?
Email: [redacted]@gmail.com
Phone: (333) 333-3333
Fax:
Primary Contact Address is the same as the Organization address: 1

Primary Contact Address:

Address Line 1*
1234 My Road 2

Address Line 2

City* State* Zip Code*

Yuba City CA 95910

1. If the Primary Contact Address is the same as the Organization address, click on the check box.
2. Otherwise, enter the details of the primary contact address for your organization.

Note: The top section of this page is pre-populated by the system with information you entered when you registered. To update this information, click on the User Profile icon at the top right of your screen to the left of the Sign Out button.

My organization does not have a secondary contact. 3

Other Contact:

First Name* Middle Name Last Name*

Address Line 1* 4

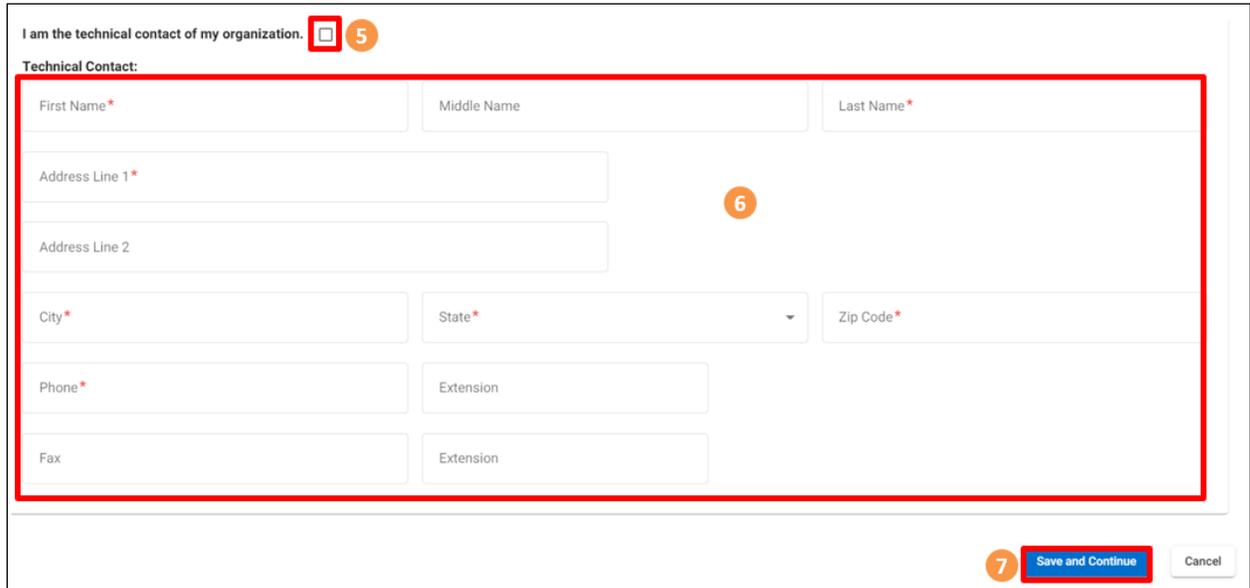
Address Line 2

City* State* Zip Code*

Phone* Extension

Fax Extension

- If your organization does not have a secondary contact, click on the check box and the Other Contact box of fields will collapse.
- Otherwise, enter the other contact information details per the fields on the screen.



I am the technical contact of my organization. **5**

Technical Contact:

First Name *
 Middle Name
 Last Name *

Address Line 1 * **6**

Address Line 2

City *
 State *
 Zip Code *

Phone *
 Extension

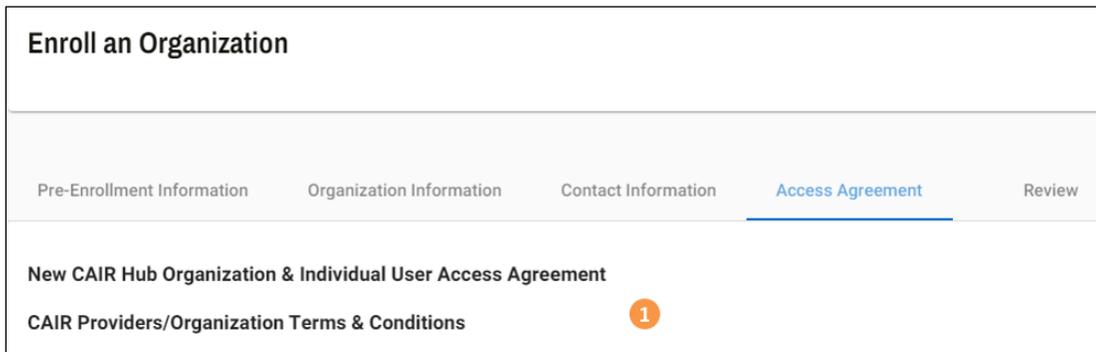
Fax
 Extension

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- If you are the technical contact for your organization, click on the check box.
- Otherwise, enter the technical contact information details per the fields on the screen.
- Click on the Save and Continue button.

The Access Agreement page opens.

Read and Agree to the Terms and Conditions



Enroll an Organization

Pre-Enrollment Information
 Organization Information
 Contact Information
 Access Agreement
 Review

New CAIR Hub Organization & Individual User Access Agreement

CAIR Providers/Organization Terms & Conditions **1**

- Read through the CAIR Providers/Organization Terms & Conditions.

Agreement

By checking this box, you agree, as the Organization Representative, that the Organization and all listed Users associated with the Organization have read, and will abide by, the CAIR rules set forth in this Agreement. CAIR reserves the right to terminate this Agreement if the Organization or its Users violate this agreement or use the system in an unauthorized manner. This agreement will remain in effect until terminated by either party.

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Name: Peter [redacted]
 Email: [redacted]@gmail.com
 Phone: (999) 999-9999
 Title: Organization Administrator 3

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Save and Continue Cancel

- If you agree to what you have read, click on the Agreement check box.
- Enter your title in the Title field.
- Click on the Save and Continue button.

The Review page opens.

Review and Submit the Organization Enrollment Application

Enroll an Organization

Pre-Enrollment Information Organization Information Contact Information Access Agreement **Review**

Organization Information [edit icon] 1

Organization Name: Our Local School
 Organization Type: School/School District

- Review the entire application information – Organization Information, Contact Information, and the Access Agreement.

Note: If you want to make any changes, click on the relevant blue pencil edit icon. This brings you back to the original input screen. Make any necessary changes, and then click on that screen’s Save and Continue button.

Access Agreement [edit icon]

✓ Access Agreement

Name: Peter [redacted]
 Email Address: [redacted]@gmail.com
 Phone Number: (222) 222-2222
 Title: Org Admin

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Submit Enrollment Application



- Once you have reviewed the entire application, click on the Submit Enrollment Application button.

The following message appears.

Enroll an Organization User: Peter Searle

Enrollment Application Confirmation

Your CAIR Hub enrollment application has been submitted for review. You can view the status of your application on your dashboard. If you need to enroll another site, [click here](#).

[Return to Dashboard](#)

The system adds the organization to your My Enrollment Applications list with a status of “Pending.”

Enroll A New Organization

My Enrollment Applications

Name	Submission Date	Status
<input type="text" value="Search by Name"/>	<input type="text" value="Search by Submission Date"/>	<input type="text" value="Select Status"/>
Our Local School ▶	09/07/2023	Pending

This means that the system has added your application to the Enrollment Reviewer’s review list and approval is pending once they have reviewed it.

Note the following:

- You can repeat this enrollment application process for several organizations.
- Once submitted, you will not be able to update the information you entered on the application. To get any changes made, you will have to contact the Enrollment Reviewer or the Help Desk.
- You will receive a notification via email stating that your application has been received.

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