Identifying your ImmTrac2 Org Code in VAOS

VAOS Job Aid for Providers | 01/09/2021
Purpose

The following job aid describes how COVID-19 Vaccine Providers can confirm they are using their correct Organization Code for reporting vaccine administration in ImmTrac2.

This information can be verified in ImmTrac2 and the Vaccine Allocation & Ordering System (VAOS).

Audience

Providers that use the ImmTrac2 web application
VAOS Primary and backup vaccine coordinators
Confirm your Organization in ImmTrac2
Confirming reporting to the correct ImmTrac2 organization

If you are associated with multiple organizations, confirm that you are logged into the correct one in ImmTrac2 when reporting vaccine administrations.

When logged into Immtrac2, always verify that the organization below the navigation tabs is the correct Provider organization for which you are reporting.
Finding your ImmTrac2 Org Code in VAOS
Step 1: Log Into VAOS

1. You can find your ImmTrac2 Org Code in your VAOS dashboard. To do this, log in at https://texasvaccines.dshs.texas.gov/
2. In VAOS, navigate to the Accounts tab. Each of your approved facility locations will be listed as an account.

3. From the drop-down menu, select **All Accounts** to view all your facilities. Select the facility location that will be accepting the allocation.
Step 3: View Your Account Page

4. On your **Account Details** page, you will find the **Organization Code** field. This code is your Immtrac2 Org Code.
Have Questions?

For questions about ImmTrac2 and reporting: ImmTrac2@dshs.texas.gov
For questions about VAOS and accessing the dashboards, please contact us at COVID19VacMgmt@dshs.texas.gov