Instructions for Accessing and Completing the Post-secondary Immunization Survey

Please log on to the Health Commerce System (HCS) at: https://commerce.health.state.ny.us, to verify that your account is active.

- If your account is NOT active, contact Commerce Accounts Management Unit (CAMU) at 1-866-529-1890.
- HCS Coordinators are automatically granted access to the survey.
- HCS Coordinators must assign staff with HCS user accounts to the role of Post-secondary Data Reporter for them to access the survey.
- Instructions for assigning a role are listed below. For help assigning a role, please contact Informatics at 518-473-1809.

Assigning Roles by the HCS Coordinator:
1. Log onto the HCS.
2. Click on Coordinator’s Update Tool to the left of the screen.
3. Choose your institution and click on Select.
4. Click on Manage Role Assignments.
5. Click on Modify next to the role which you want to assign an individual.
6. A pop up list will be displayed of the individuals affiliated with your institution who have HCS accounts.
7. Check the box next to each individual you want to assign to the role of Post-secondary Data Reporter and click on Add Role Assignment.
8. If the individual you want to assign to the role is not on the pop up list, use the search box to find him or her in the directory. Another pop up list of names will be displayed. Highlight the name of the person you would like to add to the role and click on Add Role Assignments.
9. If the individual you want to assign to the role does not appear in the new pop up list,
then he/she has not been issued a HCS account and needs to submit the paperwork to receive one.

10. If you have just been assigned to a role and are unable to see the survey, you need to log off of the HCS for approximately 15 minutes. When you log on again, you should be able to access the survey.

### Accessing the School Survey Link

*(You only need to complete the steps for accessing the School Survey Link once.)*

1. Go to: [https://commerce.health.state.ny.us](https://commerce.health.state.ny.us).

2. Select **My Content** on the menu bar at the top of the screen.

3. Select **All Applications** from the drop down box.

4. Select **School Survey** to locate the School Survey application from the list of HCS applications.

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5) Click on the **green and white plus icon** in the Add/Remove column.

6) The **School Survey** link should now appear under **My Applications** in the menu to the left of your screen.

If you are not the HCS Coordinator, you need to be assigned to a role to access the survey. Contact your HCS Coordinator for assistance.
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1) Click on School Survey (the words “School Survey” not the blue circle with an i in the middle):

2) Click on Data Entry.
3) Click on **Show Organization Info** to see the address and phone number for the institution.

4) The institution’s information will display.
5) Enter survey data for Public Health Law § 2165.

6) Click on Save All.
7) Click on Meningococcal Meningitis Section tab.

8) Enter survey data for Public Health Law § 2167
9) Click on **Save All**

10) Click **Review and Submit**.
11) Click Submit Data to DOH.

12) You will receive the Data have been submitted to DOH successfully message. You have completed the survey process.