Quick Guide for School Users

Revised: 5/2019

IMPORTANT NOTE: This Quick Guide only describes how to log into CAIR2, search for a student and view a student’s CAIR record. For more detailed information, such as creating and managing student lists and generating student reports, please refer to the CAIR2 School User Guide.

Step 1: Log into CAIR2
• Go to https://cair.cdph.ca.gov
• On the Login screen, enter your CAIR2 Org Code, Username, and Password and click the Login button.

Login screen

Step 2: Go to the Patient Search screen
• On the Home screen, click the ‘find student’ link.

Home screen
**Step 3. Search for a Student**

On the Search Student Criteria screen, enter two pieces of information (e.g., Last Name and First Name). If you don’t find the student, we recommend searching by Last Name and Birth Date and/or First Name and Birth Date.

You can also search using the student’s unique CAIR ID# if you have it.

Once you enter the search information, click the ‘Find’ button.

*Student Search Criteria screen*

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**Step 4. Open Your Student’s Record**

- All individuals that match your search criteria will display. Look closely to find the correct student.
- Click on the student’s Last Name to view their record.

*Search Results screen*

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Once you open the student’s record, you will be able to view/print their immunization history, future recommendations, and Blue Card.

For more detailed information, such as creating and managing student lists and generating student reports please refer to the CAIR2 School User Guide.

**FOR ADDITIONAL SUPPORT**

CAIR Help Desk: Phone: 800-578-7889, Email: CAIRHelpDesk@cdph.ca.gov

Local CAIR Representatives (LCRs): http://cairweb.org/lcrs/

CAIR Website: www.cairweb.org