

# Quick Guide for School/Childcare Users

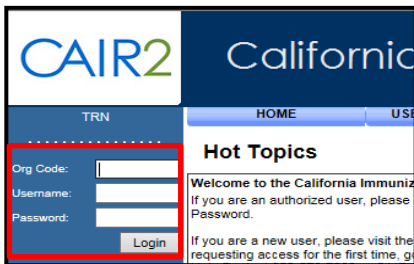
To Log-in, Search for a Student, and View/Print a Student's Record

Updated: 10/20/2020

**IMPORTANT NOTE:** This Quick Guide only describes how to log into CAIR2, search for a student and view their CAIR2 record. For more detailed information, such as information contained in the student's record and creating student lists and generating reports, please refer to the [CAIR2 School/Childcare User Guide](#).

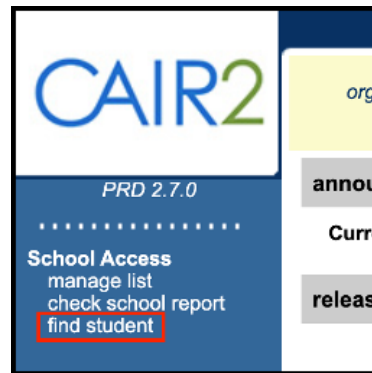
## Step 1: Log into CAIR2

- Go to <https://cair.cdph.ca.gov>
- Enter your **Org Code**, **Username**, and **Password** and click the **Login** button.  
(NOTE: Only Password is case-sensitive)



## Step 2: Go to the Student Search Screen

- On the Home screen, click the 'find student' link.



## Step 3: Search for the Student

On the Student Search Criteria screen that displays:

Search by Patient: Enter two pieces of information (e.g., Last Name and First Name). If you don't find the student, we recommend searching using Last Name and Birth Date and/or First Name and Birth Date.

You can also search using the student's full unique CAIR2 ID# (CAIR ID) if you have it.

Once you enter the search information, click the 'Find' button.

## Step 4: Open Your Student's Record

- Results that match your search criteria will display. Look closely to find the correct student.
- Click on the student's Last Name to open their record.

Possible Matches: 3				
Last Name	First Name	Middle Name	Birth Date	Gender
<a href="#">CARTER</a>	SARAH		03/04/2016	F
<a href="#">CARTER</a>	SARA	CASSIEL	05/13/2018	F
<a href="#">CARTER</a>	SARAT	KUSH	07/27/2013	M

## Step 5: View/Print the Student's Immunization Record

Once you open the student's record, the screen below will display. It includes the immunizations the student has received (Immunization Record section) and immunizations that are due/overdue (Vaccines Recommended by Selected Tracking Schedule section).

Yellow Card
CSIR Blue Card
Print Confidential
Cancel

Student Name (First - MI - Last) DOB Gender Tracking Schedule

SARAH CARTER 03/04/2016 F ACIP

**Current Age: 4 years, 7 months, 16 days**

**Reports**

[Add this Student to a Report List](#) Please Pick a Report List

**Immunization Record**

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Reaction
DTP/aP	<a href="#">04/15/2016</a>	1 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	
	<a href="#">07/04/2016</a>	2 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	
	<a href="#">09/05/2016</a>	3 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	
HepA	<a href="#">06/04/2017</a>	1 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ©]	Full	
	<a href="#">04/14/2018</a>	2 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ©]	Full	
HepB	<a href="#">04/15/2016</a>	1 of 3	DTaP-HepB-IPV [Pediarix ©]	Full	
	<a href="#">07/04/2016</a>	2 of 3	DTaP-HepB-IPV [Pediarix ©]	Full	
	<a href="#">09/05/2016</a>	3 of 3	DTaP-HepB-IPV [Pediarix ©]	Full	
Hib	<a href="#">06/04/2017</a>	1 of 1	Hib-PRP-T [ActHib ©]	Full	
MMR	<a href="#">03/05/2017</a>	1 of 2	MMRV [Proquad ©]	Full	
PneumoConjugate	<a href="#">03/20/2018</a>	1 of 1	PCV13 [Prennar13 ©]	Full	
Polio	<a href="#">04/15/2016</a>	1 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	
	<a href="#">07/04/2016</a>	2 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	
	<a href="#">09/05/2016</a>	3 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	
Varicella	<a href="#">03/05/2017</a>	1 of 2	MMRV [Proquad ©]	Full	

**Vaccines Recommended by Selected Tracking Schedule**

Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
<a href="#">DTP/aP</a>	DTaP, NOS	03/04/2020	03/04/2020	03/04/2022
<a href="#">HepA</a>	HepA, NOS		Complete	
<a href="#">HepB</a>	HepB, NOS		Complete	
<a href="#">Hib</a>	Hib, NOS		Complete	
<a href="#">Influenza-seasonal</a>	Fiu NOS	09/04/2019	08/01/2020	10/04/2020
<a href="#">MMR</a>	MMR	04/02/2017	03/04/2020	03/04/2022
<a href="#">PneumoConjugate</a>	PCV13		Complete	
<a href="#">Polio</a>	Polio-Inject	03/04/2020	03/04/2020	03/04/2022
<a href="#">Varicella</a>	Varicella		Contraindicated	

There are four options at the top of the student's record:

- **Yellow Card:** To view/print the student's Immunization Record.
- **CSIR Blue Card:** To view/print the student's School Immunization Record.
- **Print Confidential:** To print a copy of the screen above.
- **Cancel:** To return to the Student Search screen.

For more detailed information, such as creating student lists and running student reports, please refer to the [CAIR2 School/Childcare User Guide](#).

### IMPORTANT NOTE:

As a School/Childcare user, you are not allowed to see Patient Comments such as history of disease (e.g., History of Varicella) or TB test history. However, Comments that impact recommendations will be marked in the recommendations section as "Contraindicated."

### FOR ADDITIONAL SUPPORT

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

CAIR Help Desk:  
 Phone: 800-578-7889  
 Email: [CAIRHelpDesk@cdph.ca.gov](mailto:CAIRHelpDesk@cdph.ca.gov)

CAIR Website: [www.cairweb.org](http://www.cairweb.org)