Factsheet 6 – How to log onto AIR

Prefer to watch a video on this topic? Visit Queensland Health’s website at www.health.qld.gov.au/usingAIR

AIR is accessed through Health Professionals Online Services (HPOS).

Immunisation providers using PRODA

1. For providers using PRODA to access HPOS for the first time, you will need to re-establish your delegations and favourites. GP practices who participate in the Practice Incentives Program (PIP) or the Practice Nurse Incentive Program (PNIP) are required to notify the Australian Government Department of Human Services of their PRODA RA number. Contact the Incentives Programs team on 1800 222 032, fax 1300 587 696 or email pip@humanservices.gov.au or pnip@humanservices.gov.au.

2. Select Health Professionals Online Services (HPOS) in the ‘My linked services’ window and then click on ‘My programs’ (Figure 1).

3. A range of ‘tiles’ will appear, click on Australian Immunisation Register (highlighted in red) (Figure 2).
4. The next screen will show the AIR main menu page (Figure 3).

![Figure 3](image)

Immunisation providers not using PRODA

**NOTE** Ensure you have your AIR access details and password available.

1. Go to [www.humanservices.gov.au/organisations/health-professionals/services/medicare/hpos](http://www.humanservices.gov.au/organisations/health-professionals/services/medicare/hpos), click on ‘log on’ (Figure 4).

2. Scroll down the page and click on ‘AIR logon only’ (Figure 4).

![Figure 4](image)

**NOTE** Is your access to AIR blocked?
- If you enter the wrong username or password more than three times your access will be revoked.
- If you do not use the secure site for more than three months, your password will expire.
- For assistance with accessing AIR telephone AIR’s internet help desk on 1300 650 039.

Factsheet adapted from ‘Immunisation records and data explained: a guide for providers’ July 2018
3. At the ‘Logon’ screen (Figure 5) select ‘Browse’ to insert and send access details.

4. A pop-up box (Figure 5) will appear requesting a username and password. Enter these details.

5. Select ‘OK’.

**TIP**
- Make the AIR logon screen a ‘favourite’ in your web browser for quick access.
- For security purposes, after approximately 15 minutes of inactivity access to AIR will end. Close the internet browser before attempting to log back in.