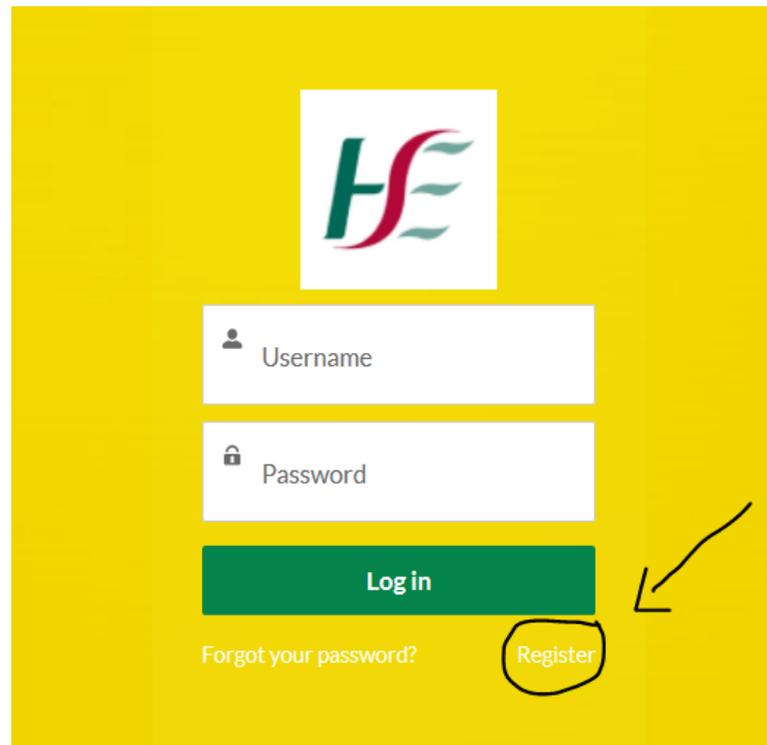


Registering FAQ: Logging In

1. You must first register your details on the site by selecting 'Register'. Once you have completed this initial registration, you will be sent a new link to your chosen email address to reset your password and begin the full registration process.



2. You will be prompted to log back into your account with your chosen username and password.
3. You will then be asked to fill in your personal details. You will need your PPSN.

- 4.. **Phone number** – this field is sensitive to spaces, you must enter your number in the following format: 353 8X XXXXXXX
For example if your phone number is 087 1234567 you must enter it as: 353 87 1234567
5. You will then be asked to fill out details in relation to your specific job:
 - 1) Type of account – select ‘Frontline Healthcare Worker’ (**everyone should select this option - regardless of your role**)
 - 2) Priority – again, select ‘Frontline Healthcare Worker’
 - 3) Occupation – select your occupation from the drop down menu (if your job is not listed choose ‘other’)

Specific

*Type of Account

Frontline Healthcare Worker

*Priority

Frontline Healthcare Worker

*Occupation

-- none selected --

Complete this field.

*This field is required for the correct aggregation of National Covid-19 reporting to Government

6. Next you will be required to fill out the Primary Care Facility section
 - 1) **Residential staff** – enter the name of your unit into the search bar. i.e if you work in ‘Ardbeg’ enter it into the search bar like so:

Primary Health Care Facility

*Please select the Primary Health Care Facility where you work at.

| <input type="text" value="ardbeg"/> | <input type="text" value="-Select County-"/> | <input type="text" value="-Select Type-"/> | <input type="button" value="Find"/> | <input type="button" value="Reset"/> |
|-------------------------------------|--|--|-------------------------------------|--------------------------------------|
| Select | Healthcare Facility | County | Type | |
| <input checked="" type="radio"/> | Ardbeg | Dublin | Disability Residential | |

Next

- 2) **Non Residential (All other areas)** – select the location as ‘Dublin’ and type as ‘Community Group’ and click ‘Find’. This will bring us CHO 6 and CHO 9. Please select your relevant area depending on your location.

Primary Health Care Facility

*Please select the Primary Health Care Facility where you work at.

| <input type="text" value="Search"/> | <input type="text" value="Dublin"/> | <input type="text" value="Community Group"/> | <input type="button" value="Find"/> | <input type="button" value="Reset"/> |
|-------------------------------------|--|--|-------------------------------------|--------------------------------------|
| Select | Healthcare Facility | County | Type | |
| <input type="radio"/> | CHO Area 6 - Dublin South (Dublin Wicklow) | Dublin | Community Group | |
| <input type="radio"/> | CHO Area 9 - Dublin North | Dublin | Community Group | |

Next

7. The final sections guide you through the health assessment and consent process to confirm your eligibility for the vaccine .

Kind regards,
The Covid-19 Vaccination Steering Group