

COVAX Vaccination System – Self Register **NOW** for Your COVID Vaccination

Available for All Staff

This will enable you to:

1. Directly register your personal details &
2. Record your consent for the COVID vaccine



Allow at least 15 – 20
mins to complete.
You will need your PPSN
Number

More Information about the COVID Vaccine

If you would like more information about the COVID vaccination we suggest you access the HSE website from this link

https://www2.hse.ie/covid-19-vaccine/?gclid=CjwKCAiAl4WABhAJEiwATUnEFxGIKadeFf1Rusgwu9ofUmm2TZ9RppZlxZXRLJQjzbchdPnk_BFoRxoCSmAQAvD_BwE&gclidsrc=aw.ds

Or type COVID Vaccination Information + HSE into your web browser



A screenshot of the HSE COVID-19 vaccine information page. The page has a dark teal header with the title "COVID-19 vaccine" and a subtitle "The COVID-19 vaccine will offer you protection from COVID-19 (coronavirus)". Below the header, there are five white boxes with blue titles and black text: "Getting the vaccine" (People who are most at risk from COVID-19 will get the vaccine first), "Safety" (The HSE only uses vaccines if they meet safety standards), "Immunity" (After both doses most people will be protected against COVID-19), "Side effects" (Most vaccine side effects are mild to moderate and short-term), and "Leaflets" (HSE leaflets, vaccine manufacturer leaflets and other resources).

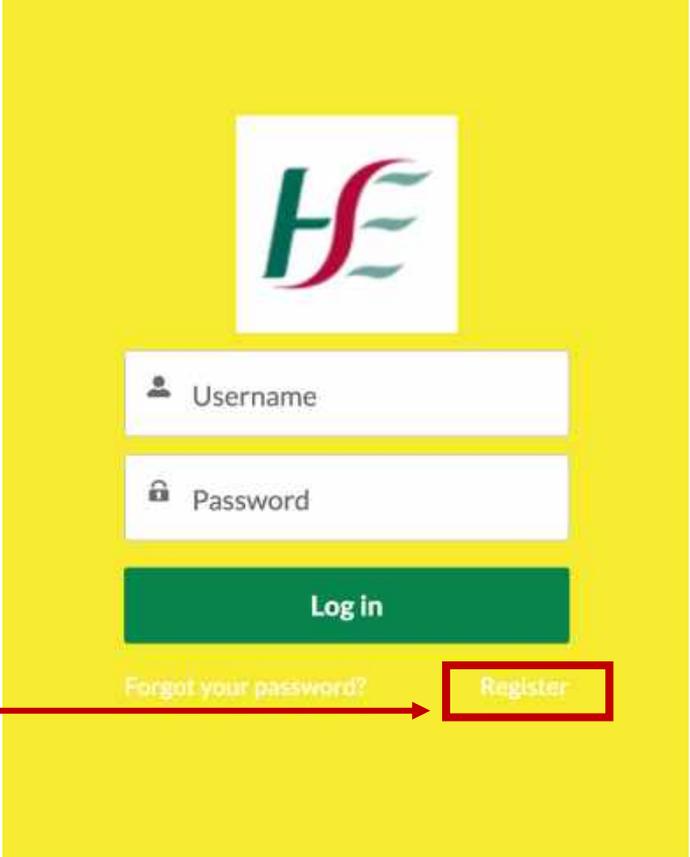
Step 1

Access the portal page to self register on the COVID Vaccination System (COVAX)

Click on the link below or copy and paste the link into your web browser

<https://healthcloudtrialmaster-15a4d-175b26401cc.force.com/frontlineworkers/s/login/?ec=302&startURL=%2Ffrontlineworkers%2Fs%2F>

Select Register



Username

Password

Log in

Forgot your password?

Register

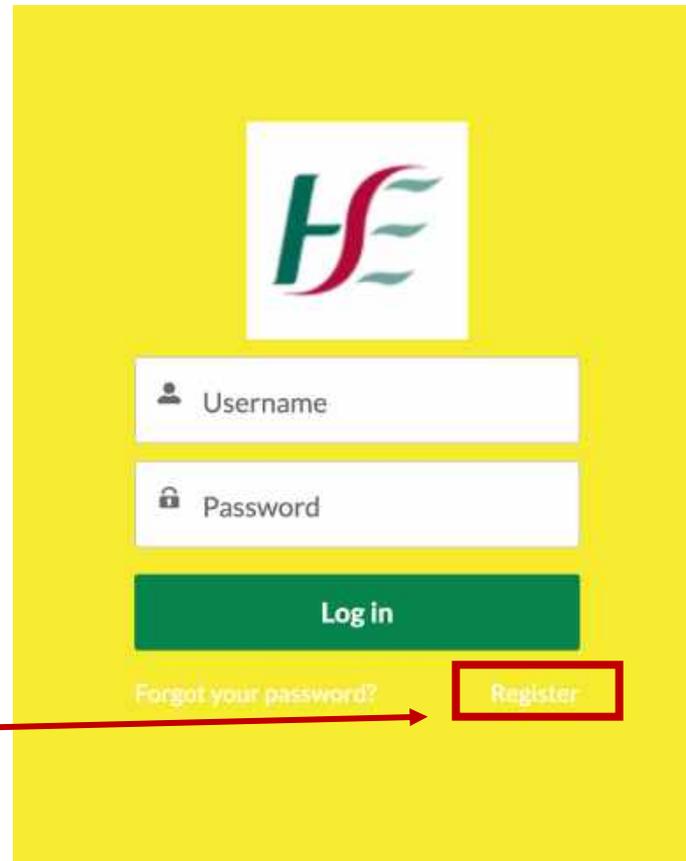
If you require assistance accessing the portal you can contact 0818 300 300 selecting Option 1. This service is available from 8am to 8pm, seven days a week.

Step 2

Select Register

Select Register & Complete

It is suggested that you use a personal email address so that it is easier for you keep in touch with the COVAX Team



Username

Password

Log in

Forgot your password?

Register

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Step 3

You will then need to check your email to activate the link to get instructions on how to actually set up your account

Once you have completed the initial registration a link will be sent to your email – click on this link and See Step 4

NOW, CHECK YOUR EMAIL

Check your email account for instructions on setting your password.

Remember to look in your spam or junk folder, where automated messages sometimes filter.

If you still can't log in, contact the National Service Desk on 0818 300 300

[Back to login](#)

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Step 4

Change Your Password

Change your password as per instructions on the screen





Change Your Password

Enter a new password for `anne.spencer@smh.ie`. Make sure to include at least:

- 10 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character ⓘ

* New Password

* Confirm New Password

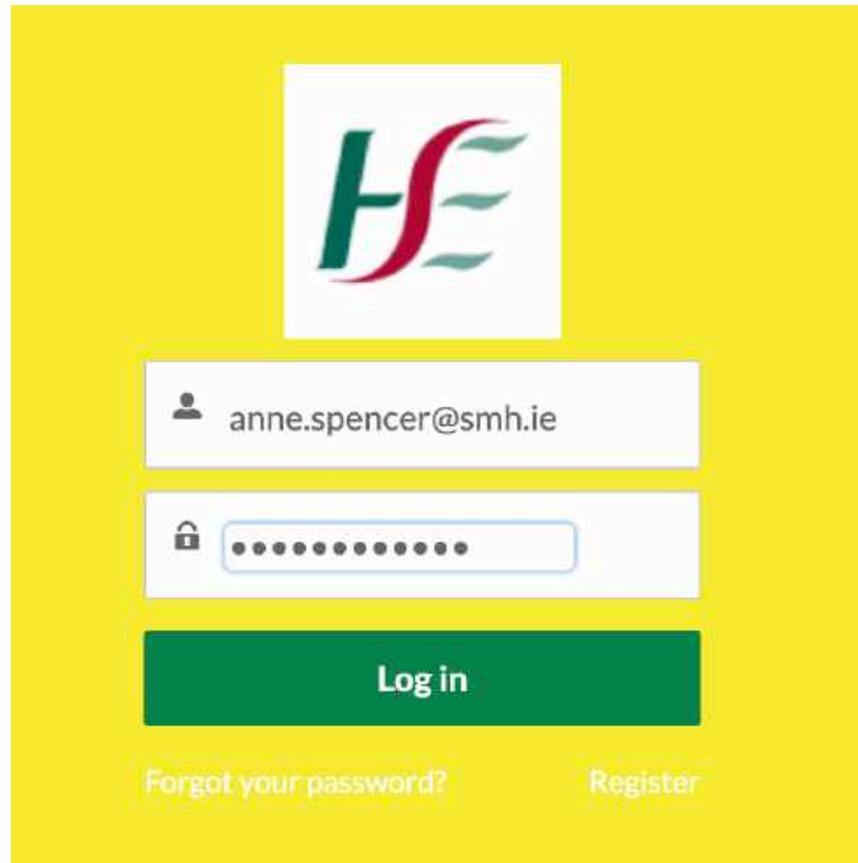
Change Password

Password was last changed on 14/01/2021, 12:34.

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Step 5

Log into Your Account with User Name & Password



The image shows a login interface on a yellow background. At the top center is a logo consisting of a stylized 'H' in green and red. Below the logo are two input fields: the first contains the email address 'anne.spencer@smh.ie' and the second is a password field with ten black dots. A green button labeled 'Log in' is positioned below the password field. At the bottom of the form, there are two links: 'Forgot your password?' on the left and 'Register' on the right.

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Step 6

Complete the Initial Registration Form

Points to note:

When adding your mobile number it is very exact as to how it should be entered –see below

For Mobile Number 087 1130993
Enter as follows
Type: 353 space 87 and space again before final 7 numbers

St Michael's House is not listed as an organisation – please select either CHO6/CHO7 or CHO9 depending on the area in which you work

The screenshot shows a web form titled "COVID 19 FRONTLINE WORKERS REGISTRATION" with a sub-header "Please follow the steps below to update your details and provide consent." The form is divided into two sections: "Existing Details:" and "Enter Additional Details:". Under "Existing Details:", there are input fields for "Name" (with sub-fields for "First Name" and "Last Name"), "Phone Number", and "Email". Under "Enter Additional Details:", there are dropdown menus for "PPSH", "Date of Birth", "Gender", and "Ethnicity", each with a "None" option selected. The "Date of Birth" field has a calendar icon on the right. There is a green "Next Button" at the bottom of the form, which is partially obscured by the text below.

Use the green **Next Button** on the bottom of the screen to move through the registration process

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Step 7

Complete Health Assessment

 **Medical Eligibility Assessment**

* Have you had Anaphylaxis (serious systemic allergic reaction requiring medical intervention) following a previous dose of the vaccine or any of its constituents? ⓘ

Yes
 No

If yes, you are not eligible for vaccination at this time. See [patient information](#)

* Have you been diagnosed with COVID-19 within the last four weeks?

Yes
 No

If yes, you will not be eligible for vaccination until four weeks after your COVID-19 symptoms finished.

* Have you had another vaccine within the last 14 days?

Yes
 No

If yes, you will not be eligible until vaccine 14 days after your last vaccination.

* Do you have a bleeding disorder or are you on anticoagulation therapy?

Yes
 No

No action on either yes or no, knowledge transfer to vaccinator.

* Are you less than 14 weeks pregnant, or more than 33 weeks pregnant?

Yes
 No

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Step 8

Give Consent for Immunisation

COVID 19 FRONTLINE WORKERS REGISTRATION

Please follow the steps below to update your details and provide consent.

Immunisation Consent for X

Consent Details:

YES

Yes, I consent to the vaccination with COVID-19 vaccine. I have read and understand the vaccine information provided [here](#), including known side effects.

NO

No, I do not consent to be vaccinated to protect against Covid 19. I have read and understand the accompanying vaccine information [here](#), including risks of not vaccinating.

Previous

Next

If you require assistance accessing the portal you can contact 0818 300 300 selecting Option 1. This service is available from 8am to 8pm, seven days a week.

Step 9

Confirmed Vaccination Eligability

COVID 19 FRONTLINE WORKERS REGISTRATION

Please follow the steps below to update your details and provide consent.



Medical Eligibility Assessment

You are eligible for the vaccine.

Finish

CONTACT

National Service Desk is open 9am - 5pm Monday to Friday

0818 300 300

If you require assistance accessing the portal you can contact 0818 300 300 selecting Option 1. This service is available from 8am to 8pm, seven days a week.

Step 10

Summary

COVID 19 FRONTLINE WORKERS REGISTRATION

Please follow the steps below to update your details and provide consent.

Thank you for registering with the COVID-19 vaccination system.

As a frontline healthcare worker, the COVID-19 vaccination service will be available at your facility and you will be contacted.

CONTACT

National Service Desk is open 9am - 5pm Monday to Friday

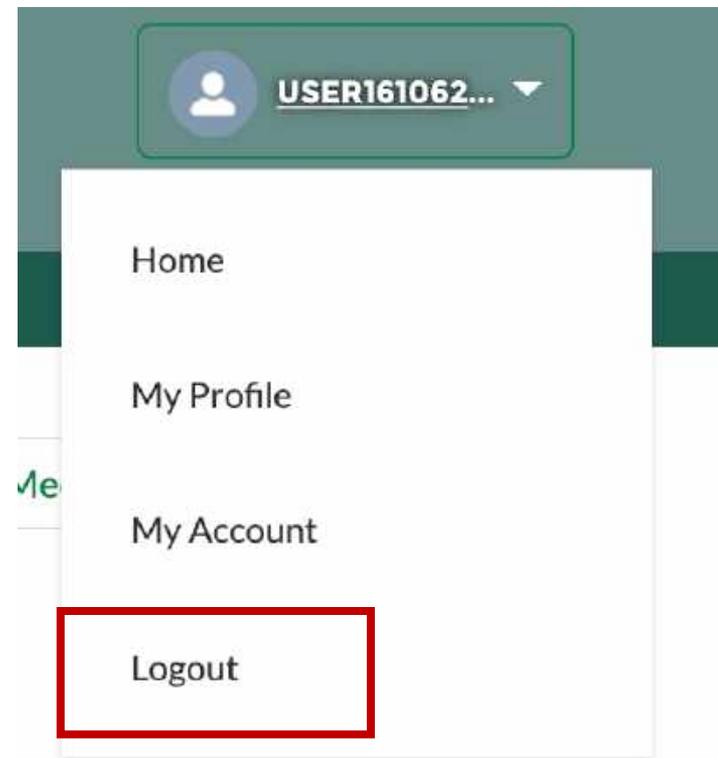
0818 300 300

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Step 11

Log Out of COVAX System

Use drop down menu in top right hand corner of the screen to Log Out



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Step 12

What Happens Next ?



You will contacted by phone text message when an appointment is available.
If you need to correct any information contact the help number in the red box below

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