NSW Health Vaccination Portal

COVID-19

Instructions for school staff - Registration and booking an appointment at the Fairfield Vaccination Clinic



NSW Health has implemented additional measures to ensure that only eligible members of school staff are able to make vaccination appointments at this dedicated clinic. It is important that these instructions are followed to ensure that you are able to make an appointment.

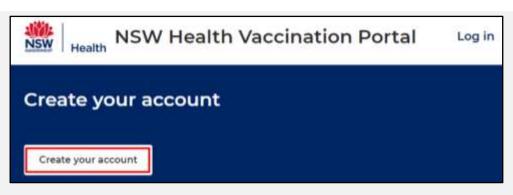
Book your COVID-19 vaccination appointment

Part 1 - Create your account in the vaccination portal and verify your details.

Visit https://nswhvam.health.nsw.gov.au/vam to create an account and verify your details.

- It is critical that you **use your school email address to create your account**. Only valid school email addresses will receive a unique booking token to enable you to schedule your vaccination appointment. This email address should be used for all ongoing communications and personal email addresses will cause your registration to fail.
- From the NSW Health Vaccination Portal home page, click Create your account.

The Create your account form displays.



Complete the Create your account form.

It is critical that you use your school email address to create your account. It is also critical that you register a mobile phone number to receive a unique booking code that will allow you to book your appointments.

After you submit this form you	Create your account will be sent an email. Click on the verification link with complete the creation of your account.	in this email to
First Name* Enter first name as shown	on your Medicare card, or your legal first name.	
Tamara	Password *	
Last Name* Enter last name as shown		~
Shi	Confirm Password *	
Email (Username)*		~
tamarakshi21@gmail.cc	Phone	
	04	•
	✓ I'm not a robot	POLITONA POLITONA

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Confirm that you have read the use and disclosure of information statement.

Click Submit.

Your request to create
an account has been
submitted and an email
will be sent to the email
address you provided to
verify your account.



Find and open the verification email sent to your inbox and click the **Verify email** link.

On the portal, a confirmation message will display that the account is now created.



Part 2 – Log in to the NSW Health Vaccination Portal and complete the two-step authentication process with the one-time verification code sent to your mobile.

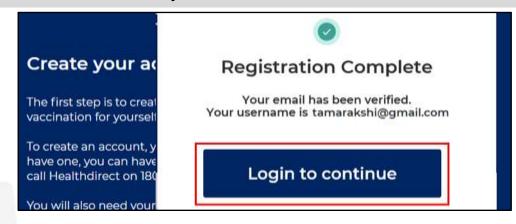
- Click Login to continue.
- Enter your user name
 (email address) and
 password and complete
 the login process.

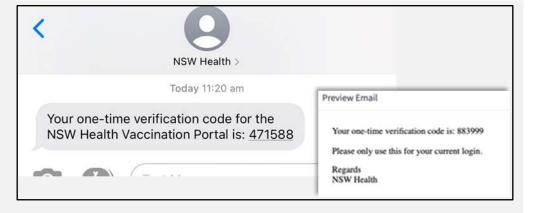
A Two-step Authentication screen will display.

Return to your inbox and find the email which contains the verification code (or SMS if you registered a mobile) and enter it in the Two-step

Authentication screen on

the portal.







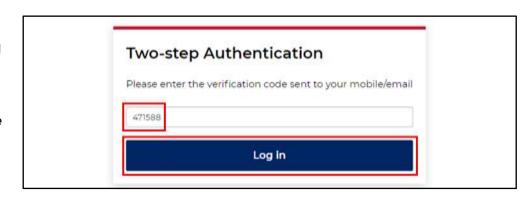
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Enter the **verification code** and then click **Log in**.

The NSW Health Vaccination Portal home page displays.

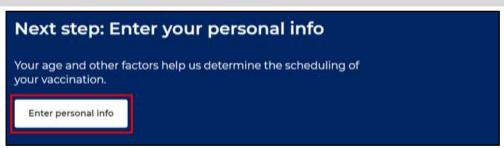
10.



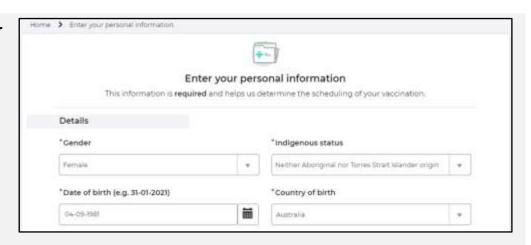
Part 3 - Enter your personal information.

Click Enter personal info.

The Enter your personal information form displays.



Complete the Enter your personal information form.



13.

Enter your address in the Enter address here field. As you start typing this will bring up matching addresses and you can select the correct address from the results displayed in the list.

This populates the address fields.

If your address doesn't appear in the list, clear the search and select the I want to enter manually checkbox to

Enter address here:	
Enter address here:	
680 Georgia	
680 GEORGE ST, SOUTH WINDSOR, NSW, 2756	
680 GEORGEFF RD, CRAMPHORNE, WA, 6420	
WORLD SQUARE 680 GEORGE ST, SYDNEY, NSW, 2000	
Street	

*Street		
680 George Street		
*Suburb/Town	*State	
Ashfield	New South Wales	v



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complete the address fields manually.

Complete the Medicare details section. If you have a medicare card, please provide your card number, IRN (Individual Reference Number) and card expiry date.

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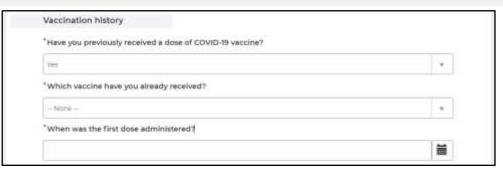
16.

17.



Complete the Vaccination history

section. If you have previously received a dose of the COVID-19 vaccine, you will also need to provide the vaccine type and the date the first dose was administered. This information is used to determine the date options presented to you when booking your second dose.



Complete the Work situation, Other details and Emergency contact details sections, and then click Submit.

A confirmation displays that you can now book your vaccination appointments.

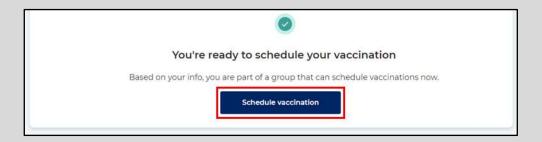




Part 4 - Once you reach the "You're ready to schedule your vaccination" screen (see below) you will need to <u>await a unique booking code</u> which will be sent to your nominated mobile phone number via SMS before proceeding to schedule your vaccination.

<u>Unique booking codes are typically dispatched within 2 hours but may take up one business day to arrive.</u>

Please do not call the helpline to request the unique booking code until 24 hours has passed. The helpline will not be able to generate the unique code for you.



****PLEASE PAUSE AT THIS STEP***

The unique booking code will shortly be sent to your mobile phone.

Part 5 - Receive your unique booking code.

You will receive your unique booking code via SMS. You will need this code to book your appointments.

Appointments must be booked within 7 days of receiving the booking code as it will expire.

NSW Health Vaccination System
To make a booking at Fairfield please
follow the link
https://nswhvam.health.nsw.gov.au/
vam and use your single use Booking
Code:
AMdyyHs6

Your Booking Code is linked to this
phone number and will expire in 7
days.
For assistance please call
1800 571 155

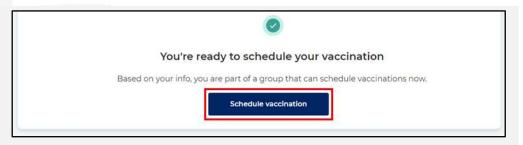
19. 20.

Part 6 - Log in to the NSW Health Vaccination Portal to schedule your appointment

Return to https://nswhvam.health.nsw.gov.au/vam and log in using your email and password.

Click Schedule vaccination.

The Schedule your vaccination form displays.





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When prompted to choose a vaccination site select the I have a booking code checkbox and enter your unique booking code that you received via SMS in part 5 / step 18.

Click Validate my
booking code to verify
the code. Booking codes
can only be used once.



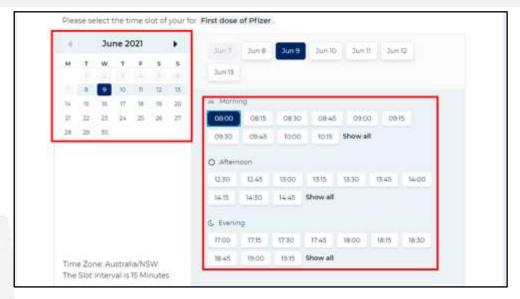
The system then validates the booking code. If the code is valid, you are presented with the Fairfield clinic.



24. From the calendar select a) a date that suits for the first dose, b) followed by an appointment time from the options available.

A message displays with the date and time of your first dose appointment.

Note: if you have already received the first dose of the vaccine, you will only have to book an appointment for the second dose.



Select a suitable **date** and **time** for the second dose appointment.

The date range available for the second dose is a set number of days apart from the first dose to ensure maximum vaccine effectiveness.

A message displays with the date and time of the second dose appointment.



The Vaccine Screening and Consent section allows you to tell us about any medical conditions before you attend a clinic so that a Clinic Medical Eligibility Reviewer can ensure the vaccination is safe for you.



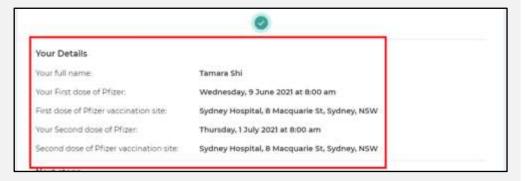
27.

26.

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Indicate if you **consent** to receiving the vaccine and then click **Submit**.

A confirmation page displays with your appointment details. You will also receive this information in an email and will need to bring a copy of to your vaccination appointments.





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For help with the booking process call

NSW Health Vaccination Booking Support Centre on 1800 57 11 55



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