

## Vaccinating Health Worker

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### Welcome to the Workforce Requests Portal

The Workforce Requests Portal will allow you to sign in securely to apply for vaccinator authorisation, upload and access your vaccinator authorisation documentation, and access your vaccinator authorisation letters.

Access the Workforce Requests Portal via the hyperlink, URL or QR code:

[Workforce requests](#)

<https://workforcerequest.powerappsportals.com/SignIn?ReturnUrl=%2F>



# Sign up to the Workforce Requests Portal

If this is the first vaccinator authorisation request you are submitting, you'll need to sign up and create a My Health Account Workforce to access the Workforce Requests Portal. Find out more [About My Health Account Workforce – Health New Zealand | Te Whatu Ora](#).

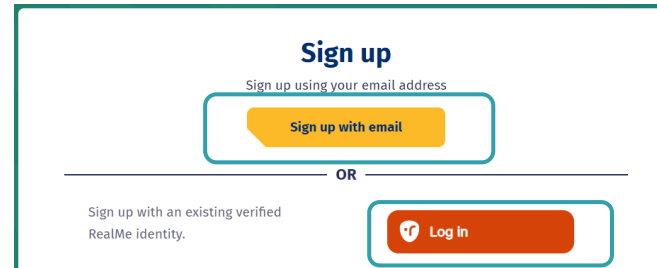
If you have previously accessed the Workforce Requests Portal, you can go straight to **Log in to the Workforce Requests Portal** (page 9).

Step	Action	Screen shot guidance
1	<b>Access the Workforce Requests Portal</b> via the link or QR code on the cover page  Tip: You can use any browser such as Edge, Chrome or Safari	
2	Click <b>My Health Account Workforce</b> button	
3	Click <b>Sign up</b>  If you already have a My Health Account Workforce you can go straight to Log in. You don't need to sign up to My Health Account Workforce again.	

4 Click **Sign up with email** to create an account linked to your email

Or

Click **Log in** to create an account using an existing RealMe account



If you used RealMe or RealMe Verified to sign up for your personal My Health Account, you will need to sign up for My Health Account Workforce using an email address and password.

You'll need your own email address. It must be unique to you and not one you share with someone else. It also must be a different email address from the one you used when you created a My Health Account as a health consumer. Use an email that you check often so that you'll see notifications.

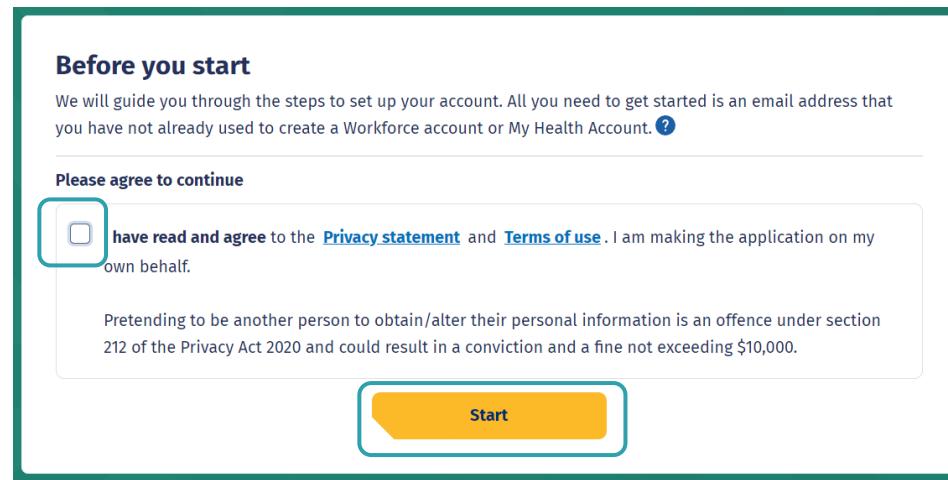
**Not sure if you have a My Health Account?** If you have accessed My Covid Record to create a vaccine pass or enter RAT test results, you will have set up a My Health Account

5 Click **hyperlinks** to open and read the Privacy statement and Terms of use

6 Tick the box to confirm:

- you have read and agree to the Privacy statement and Terms of use
- you are making this application on your own behalf

7 Click **Start**



8 Enter your email address

9 Click **Send verification**

### Let's verify your email address

You will use this email to log in to your Workforce account. It must be an email address you have not already used to create a Workforce account or My Health Account. ?

Email address

maiap@tewhatauora.govt.nz

**Send verification**

10 **Open** your email application (e.g. outlook, gmail etc) in a new tab

**Open** the email

From: My Health Account

Subject: Here's your My Health Account Workforce verification code

**Note** your verification code

From: **My Health Account (INT)** <[no-reply-int@np-identity.health.nz](mailto:no-reply-int@np-identity.health.nz)>

Date: Wed, 20 Mar 2024, 2:09 pm

Subject: Here's your My Health Account Workforce verification code

#### Kia ora

Please verify your email address.

Enter the following code into the **Verification code** box on your screen. The code will expire in 20 minutes, so please enter it as soon as possible. If the code expires, please go back to the My Health Account Workforce screen and click on the 'Send new verification code' link, and a new code will be emailed to you.

Your verification code is:

**920306**

If you have any questions or need a hand, please get in touch with our support team. Our contact details are below.

Ngā mihi  
Health New Zealand

11 Return to **My Health Account Workforce** portal tab

Enter your **Verification code**

12 Click **Continue**

### Enter your verification code

Verification code

9 2 0 3 0 6 |

Continue

13 Enter a **password**

Tip: Note the criteria provided to guide you creating a strong password

14 Click **Continue**

### Create a password

Passwords are easily guessed. We recommend using passphrases and avoid using the same password you've used on other websites.

Enter password

Show 

Password

Continue


15 Click **Allow**

### Allow Workforce Requests to access your Workforce account details

Workforce Requests uses your details to verify who you are, so you can access your information.


Read Workforce Requests' [Privacy Policy](#) and [Terms](#)

Workforce Requests wants to access your:

- Level of identification 
- Email address.

Deny

Allow

 When you add any of these details to your account, this application will ask for access:  
First, middle and last names.

16 Complete **Your Details** form fields (see Tips below, page 6)

17 Once you have completed all mandatory fields (marked with a \*), click **Submit**

Home > Your Details

You must complete your profile before using portal messaging or creating and submitting any workforce request.

You can view and update some of your details on this page. Please note that your first name, last name, email address and LMS ID fields cannot be changed.

First name *	Last name *
<input type="text" value="Maia"/>	<input type="text" value="Poutoa"/>
Date of birth *	Mobile phone
<input type="text" value="09/01/1986"/>	<input type="text" value="0225684715"/>
Email address	Alternate email address
<input type="text" value="maiap@tewhatuora.govt.nz"/>	<input type="text" value="maia.poutoa1@gmail.com"/>
Ethnicity *	
<input type="text" value="Māori"/> <input type="text" value="Niuean"/>	
LMS ID *	APC number *
<input type="text" value="123-C"/>	<input type="text"/>
CPN	
<input type="text"/>	
Occupation type *	
<input type="text" value="Vaccinating Health Worker"/>	
Region *	District *
<input type="text" value="Northern region"/>	<input type="text" value="Waitemata"/>
Where do you predominantly work? *	
<input type="text" value="Public Health"/>	
Employer	Employer email address
<input type="text" value="Waitemata Regional Public Health Service"/>	<input type="text" value="poutoa@tewhatuora.govt.nz"/>

**Date of birth** - use DD/MM/YYYY format.

**Alternate email address** - you may like to add your personal / alternative email address here. Notifications and reminders from Workforce Requests will be sent to your sign-up email address and the alternate email address you provide (from June 2024).

**Ethnicity** - use the drop-down list on the right to select your ethnicity, you can select more than one ethnicity.

**LMS ID** - this is your Immunisation Advisory Centre (IMAC) Learning Management System (LMS) identity number, you'll find the alpha-numeric identification on your IMAC certificate.

**APC** – As a Vaccinating Health Worker you don't need to complete this field. (APC = Annual Practicing Certificate number).

**CPN / HPI** – As a Vaccinating Health Worker you don't need to complete this field. CPN / HPI = Health Provider Index Common Person Number).

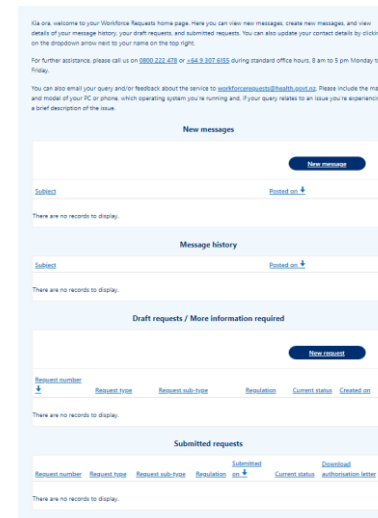
**Occupation Type**– Choose the occupation type that best matches your role. If you choose other, you'll be asked to enter in your role title.

**Region and District** – This is the Health NZ Region and District you work in. The Districts in the drop down will change according to the Region you choose.

**Employer and Employer email address** – we encourage you to include your employer details here. In the future we may include your employer in reminders we send you when your vaccination authorisation is due for renewal.

**18** You are now signed up and taken to your **Workforce Requests Portal** home page

This is the page you'll use to view your messages, submit vaccinator authorisation requests and ultimately download your vaccinator authorisation letter



If you need to:

- Submit a new authorisation request – go to page 13.



# Log in to the Workforce Requests Portal

When you are returning to the **Workforce Requests Portal** after initially signing up, you'll need to log in to get to your home page.

Step	Action	Screen shot guidance
1	<b>Access the Workforce Requests Portal</b> via the link or QR code on the cover page  Tip: You can use any browser such as Edge, Chrome or Safari	

2 Depending on how you initially signed up to the Workforce Requests Portal (see tip below), either

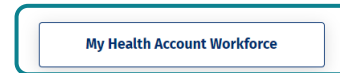
Click **My Health Account Workforce** button

Or

Click the **My Health Account** button

## Aotearoa health workforce requests

First time users of Aotearoa health workforce requests will need to login with **My Health Account Workforce**. Click on button below to login or sign up



-----OR-----



If you already created a Workforce Request profile before 22nd March 2024, login with **My Health Account**.

If you signed up to the Workforce Requests Portal before 22 March 2024 it's likely that you signed up with a My Health Account.

If you signed up to the Workforce Requests Portal after 22 March 2024 it's likely that you signed up with a My Health Workforce Account.

3 Enter your **Email address** and **Password**

4 Click **Log in**

Tip: Click **Forgot password?** if you've forgotten your password. You'll get an email to the email address you registered with

The screenshot shows a 'Log in' form with two input fields: 'Email address' and 'Password'. The 'Password' field has a 'Show' icon to its right. Below the fields is a blue link for 'Forgot password?'. At the bottom of the form is a yellow 'Log in' button.

5 You'll be taken to your **Workforce Requests Portal** home page

This is the page you'll use to view your messages, submit vaccinator authorisation requests and ultimately download your vaccinator authorisation letter

The screenshot shows the home page of the Workforce Requests Portal. It includes a welcome message, contact information, and sections for 'New messages' and 'Message history'. Both sections show 'There are no records to display.' At the bottom, there is a link for 'Draft requests / More information required'.

Click **Home** (top right of your screen) at any point to return to this home screen

Click your **name** and **Sign out** from the drop down to sign out of Workforce Requests Portal

The screenshot shows the navigation bar of the Health New Zealand website. It features the logo 'Health New Zealand Te Whatu Ora' on the left and two buttons: 'Home' and 'Maia Poutoa -' on the right.

If you need to:

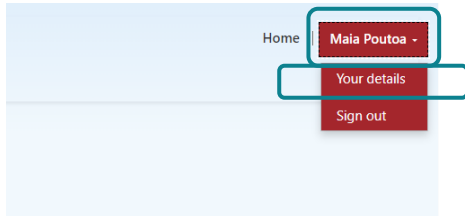
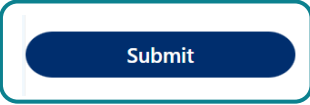
- Update your profile – go to page 12.
- Submit a new authorisation request – go to page 13.
- Download your Authorisation letter – go to page 22.

# Update your personal profile

If you need to make changes to your personal details after your initial sign up. You can do this by updating your details in your:

- My Health Account Workforce – go to [My Health Account Workforce | Health New Zealand | Te Whatu Ora](#). or [Getting the most from your account – Health New Zealand | Te Whatu Ora](#) for more information and trouble shooting.
- My Health Account – go to [Getting the most from your account – Health New Zealand | Te Whatu Ora](#)

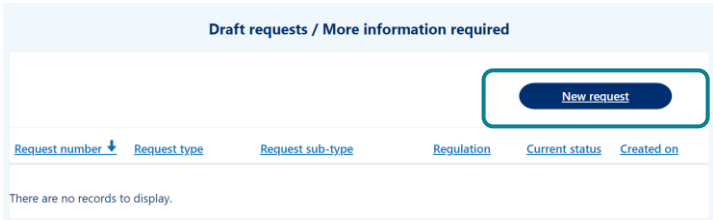
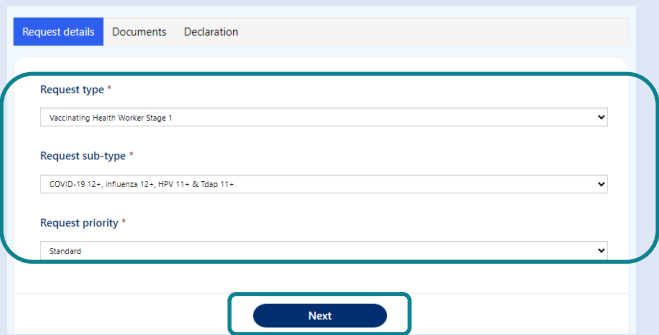
If you want to update personal details only in your **Workforce Requests Portal**, follow the steps below.

Step	Action	Screen shot guidance
1	<p><b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page (page 9)</p> <p>Tip: You can use any browser such as Edge, Chrome or Safari</p>	
2	Click the <b>down arrow</b> by your <b>name</b> (top right of the page)	
3	Click <b>Your details</b>	
4	<p>Amend your personal details</p> <p>Tip: You <b>can't</b> change your:</p> <ul style="list-style-type: none"> <li>• First or last name</li> <li>• Primary email address</li> <li>• LMS ID</li> </ul>	
5	Once you've updated your details, click <b>Submit</b> (bottom left of the screen)	

# Submit a new authorisation request

When you have completed the requirements to apply for your Vaccinating Health Worker authorisation you need to submit a new authorisation request. Your request will be reviewed and assessed by Health NZ – Te Whatu Ora and Medical Officer of Health (MOoH).

It's important that you **don't** vaccinate (apart from for your clinical assessment as part of you training) until you have received your vaccinator authorisation letter.

Step	Action	Screen shot guidance
1	<b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page (page 7)  Tip: You can use any browser such as Edge, Chrome or Safari	
2	From your home page, scroll down to <b>Draft requests / More information required</b>	
3	Click <b>New request</b>	
4	Complete the drop-down fields <ul style="list-style-type: none"><li>Request type – select from the drop down list</li><li>Request sub-type – select from the drop down list</li><li>Request priority – select Standard or Urgent</li></ul> See tips below (page 13) to help with your selections	
5	Click <b>Next</b>	

**Request type and Request sub-type** - For help with choosing the Request type and Request sub-type see the VHW resources section at [Vaccinating workforce – Health New Zealand | Te Whatu Ora](#).

**Request priority** – Once we have all the information required to process your authorisation request, we aim to process **Standard** requests within 7 working days. If you require authorisation sooner than 7 days (i.e. you have a vaccination event coming up in less than 7 days), please select **Urgent** and provide the reason.

Note that these timeframes indicate processing once we have all the required documents. If you submit incomplete documentation this will delay your application being processed for approval. We'll let you know if we need more information.

6 You'll need to upload the documents specified under **Document type**

The documents required will be specific to the Request type and Request sub-type you've selected

7 Click **Upload file** to upload your documents

Request number	Request type *	Request sub-type *	Status
Req-025885	Vaccinating Health Worker Stage 1	COVID-19 12+, influenza 12+, HPV 11+ & Tdap 11+	Draft

Document type	Issued by organisation	File Name	Record created on
A current CPR certificate			28/03/2024 12:41 PM
A completed and signed clinical competency assessment from the IMAC training and competency workbook.			28/03/2024 12:41 PM
Completion certificates for the IMAC online learning courses for COVID-19 vaccines.			28/03/2024 12:41 PM

Previous Save as a draft Next

8 Enter the name of the organisation who issued the document in the **Issued by organisation** field

9 Click **Choose file** and select file from your device

When your document is attached the document name will be displayed next to the Choose Files button

Tip: you can upload pdf or image files

10 Click **Upload**

Request sub-type  
COVID-19 12+, Influenza 12+, HPV 11+ & Tdap 11+

Document type  
A current CPR certificate

Issued by organisation

Please attach one or multiple documents to the Te Whatu Ora - Health New Zealand as evidence of your request. The document can be in .PDF or image format and can't be more than 10MB

Choose Files No file chosen

Upload

11 Repeat steps 5 – 9 for each document / document type listed

You can upload more than one document against each **Document type** (e.g. multiple IMAC online learning certificates)

Just repeat steps 5 – 9 for each document

Note that when you do this only one document will show on the **Documents** view (see step 10), but you'll see the documents you've uploaded against a Document type in the **Upload** view

Request sub-type  
COVID-19 12+, Influenza 12+, HPV 11+ & Tdap 11+

Document type  
Completion certificates for the IMAC online learning courses for COVID-19 vaccines.

Issued by organisation  
IMAC

less than a minute ago Mala Poutoa IMAC Certificate - Online learning - AIR.pdf (40.01 KB)

less than a minute ago Mala Poutoa Foundation course certificate 2024.pdf (37.61 KB)

less than a minute ago Mala Poutoa VHW - IMAC Certificate - Vaccine Specific 2024.pdf (40.47 KB)

You can delete a file if you make a mistake.

- Click **Upload file**
- Click **drop down** arrow by the file you want to delete
- Click **Delete**
- Confirm you want to **Delete**
- Click **Upload** to save the change

**Document type**  
Completion certificates for the IMAC online learning courses for COVID-19 vaccines.

**Issued by organisation**  
IMAC

9 minutes ago  
Maia Poutoa  
IMAC Certificate - Online learning - AIR.pdf (40.01 KB)

8 minutes ago  
Maia Poutoa  
Foundation course certificate 2024.pdf (37.04 KB)

8 minutes ago  
Maia Poutoa  
VHW - IMAC Certificate - Vaccine Specific 2024.pdf (40.47 KB)

Please attach one or multiple documents to the Te Whatu Ora - Health New Zealand as evidence of your request. The document can be in .PDF or image format and can't be more than 10MB

Choose Files No file chosen

Upload

**12** Once you have uploaded all your documents click **Next** to continue

Request details  Documents Declaration

Request number	Request type *	Request sub-type *	Status
Req-025885	Vaccinating Health Worker Stage 1	COVID-19 12+, Influenza 12+, HPV 11+ & Tozap 11+	Draft

Document type	Issued by organisation	File Name	Record created on	
A current CPR certificate	Red Cross	CPR certificate 2024.pdf	28/03/2024 12:41 PM	<a href="#">Upload file</a>
A completed and signed clinical competency assessment from the IMAC training and competency workbook.	Te Whatu Ora - Assessor	VHW Clinical Competency 2024.pdf	28/03/2024 12:41 PM	<a href="#">Upload file</a>
Completion certificates for the IMAC online learning courses for COVID-19 vaccines.	IMAC	VHW - IMAC Certificate - Vaccine Specific 2024.pdf	28/03/2024 12:41 PM	<a href="#">Upload file</a>

Previous Save as a draft **Next**



You can **Save as a draft** if you need to return to upload further documents at a later time.

It's important that you upload all the documents needed to the same request. This means that if you come back to load more documents to the request, don't start a New request, instead click the **Req-number hyperlink** in the **Draft requests / More information required** section.

Note: To review your request for authorisation we need **all** the documents listed to be uploaded successfully. Refer to VHW Authorisation Requirements under the VHW resources section at [Vaccinating workforce – Health New Zealand | Te Whatu Ora](#).

If you submit your request without all the required documents, we'll send you a request for more information (page 18) and this will delay your application been processed.

**13** To complete and submit your request, **check the box** to confirm your declaration

**14** Click **Submit**

Request details ✓ Documents ✓ Declaration

I acknowledge I am:

- Competent and adhere to the requirements as per the [Immunisation Handbook](#)
- Always required to work under the direct supervision and direction of a qualified and experienced health practitioner
- Competent to carry out basic lifesaving techniques and treatment of anaphylaxis
- Aware it is recommended that I carry indemnity insurance
- Aware of the scope of my role as a Vaccinating Health Worker, in accordance with regulation 44AA (3) of the Medicines Regulations 1984

Please check this tick box to confirm your acceptance of this declaration and then click the 'Submit' button below.

Previous Submit

**15** You'll return to your **Workforce Requests Portal** home page

Your request will now be sitting under your **Submitted requests**

Submitted requests					
Request number	Request type	Request sub-type	Regulation	Submitted on ↓	Current status
<a href="#">Req-025885</a>	Vaccinating Health Worker Stage 1	COVID-19 12+, influenza 12+, HPV 11+ & Tdap 11+	Reg 44AA(3)(b)	28/03/2024	Submitted

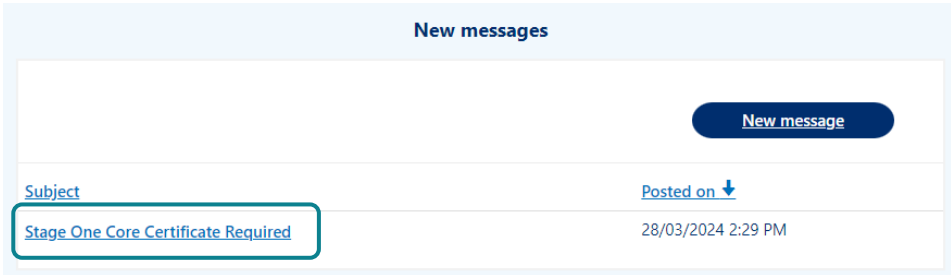
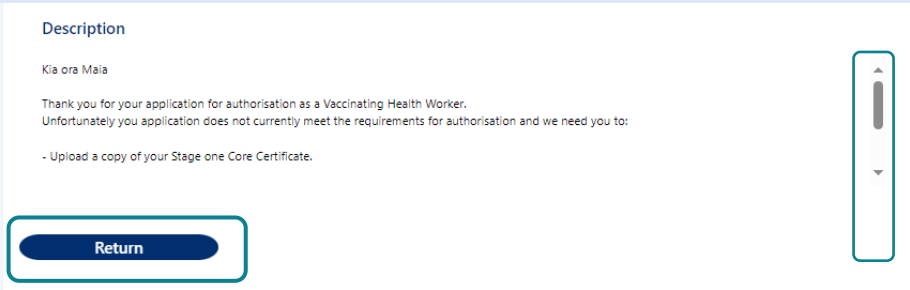
Your request will now be reviewed by Health NZ – Te Whatu Ora. Once your request has been reviewed you will receive a notification via email of:

- More information required – go to page 19.
- Authorisation letter – go to page 22.

## More information required

Once we've received and reviewed your authorisation request we may request more information. This can occur when the information provided is not complete (e.g. a document is missing or in-complete). You'll receive an email from **Workforce Requests** letting you know you have a notification in your Workforce Requests Portal, in that notification we'll let you know what we need you to provide.

It's important that you **don't** vaccinate until you have received your vaccinator authorisation letter.

Step	Action	Screen shot guidance
1	<p><b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page</p> <p>Tip: You can use any browser such as Edge, Chrome or Safari</p>	
2	<p>You'll see a message in the <b>New messages</b> section</p>	
3	<p>Click the <b>Subject hyperlink</b> to open and read the message, we'll let you know what information is needed</p>	
4	<p>Read the message, you can use the scroll bar on the right to view all the content</p> <p>Click <b>Return</b> to return to your home screen</p>	

5 Your request will now be under the **Draft requests / More information required** section

Click the **Req-number** hyperlink to open the request and upload the required information

**Don't** click New request. You need to go into your existing request to add the additional information

[New request](#)

<a href="#">Request number</a>	<a href="#">Request type</a>	<a href="#">Request sub-type</a>	<a href="#">Regulation</a>	<a href="#">Current status</a>	<a href="#">Created on</a>
<a href="#">Req-025885</a>	Vaccinating Health Worker Stage 1	COVID-19 12+, influenza 12+, HPV 11+ & Tdap 11+	Reg 44AA(3)(b)	More Information Requested	28/03/2024 12:41 PM

6 Click **Next** to confirm the Request type, sub-type and priority

Request details Documents

Request type \*  
Vaccinating Health Worker Stage 1

Request sub-type \*  
COVID-19 12+, influenza 12+, HPV 11+ & Tdap 11+

Request priority \*  
Standard

Status Reason  
More Information Requested

[Next](#)

7 Click **Upload file** against the required information to select file to upload

Once all required files have been uploaded, click **Submit**

Request details  Documents

Request number	Request type *	Request sub-type *	Status Reason
Req-025885	Vaccinating Health Worker Stage 1	COVID-19 12+ - Influenza 12+, HPV 11+ & Tdap 11+	More information Requested

Document type	Issued by organisation	File Name	Record created on	
A current CPR certificate	Red Cross	CPR certificate 2024.pdf	28/03/2024 12:41 PM	<input type="button" value="Upload file"/>
A completed and signed clinical competency assessment from the IMAC training and competency workbook.	Te Whatu Ora - Assessor	VHW Clinical Competency 2024.pdf	28/03/2024 12:41 PM	<input type="button" value="Upload file"/>
Completion certificates for the IMAC online learning courses for COVID-19 vaccines.	IMAC	VHW - IMAC Certificate - Vaccine Specific 2024.pdf	28/03/2024 12:41 PM	<input type="button" value="Upload file"/>

8 Your request will now be displayed under the **Submitted requests** section again

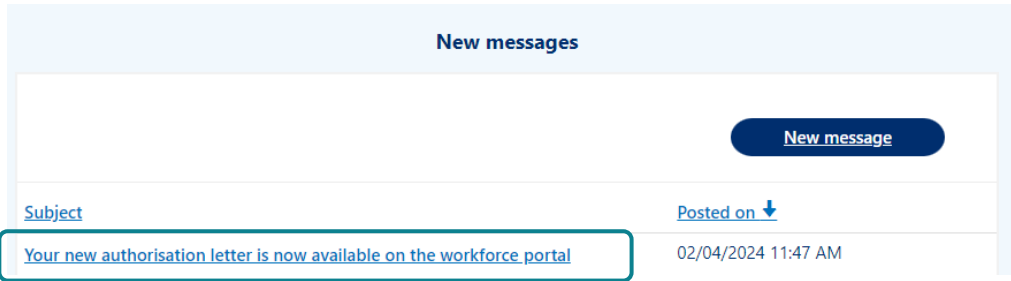
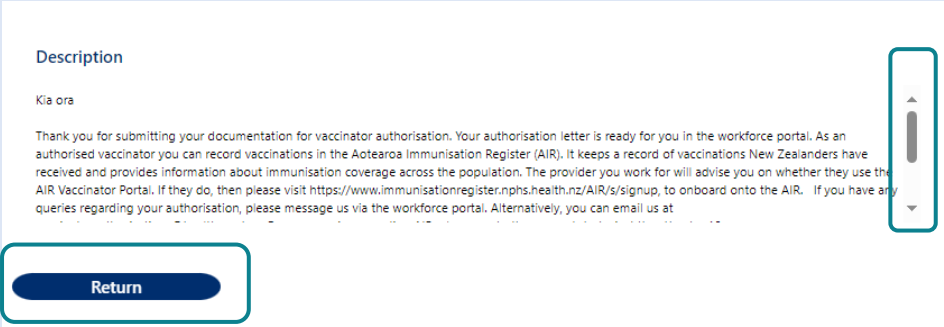
**Submitted requests**

Request number	Request type	Request sub-type	Regulation	Submitted on ↓	Current status	Download authorisation letter
<a href="#">Req-025885</a>	Vaccinating Health Worker Stage 1	COVID-19 12+, influenza 12+, HPV 11+ & Tdap 11+	Reg 44AA(3)(b)	28/03/2024	In Progress	

# Download your current authorisation letter

You'll receive an email from **Workforce Requests** to let you know you have a new notification when an authorisation letter is ready for you.

Once you've received your vaccinator authorisation letter you are authorised as a Vaccinating Health Worker. You can now vaccinate people within the age groups specified, and administer the vaccines specified in your authorisation letter. Remember as a Vaccinating Health Worker you should always work under the clinical supervision of a Registered Health Professional.

Step	Action	Screen shot guidance
1	<p><b>Log in to your Workforce Requests Portal</b> via the link or QR code on the cover page</p> <p>Tip: You can use any browser such as Edge, Chrome or Safari</p>	
2	<p>Under the New messages section click the <b>Subject line / message title</b> hyperlink</p> <p>(e.g. Your new authorisation letter is now available on the workforce portal)</p>	
3	<p>Use the <b>scroll bar</b> to read the message</p> <p>Once you have read the message click <b>Return</b></p> <p>Tip: It's important to read this message so you understand the vaccinations and age groups you are authorised to vaccinate</p>	

4 Scroll down to the **Submitted requests** section

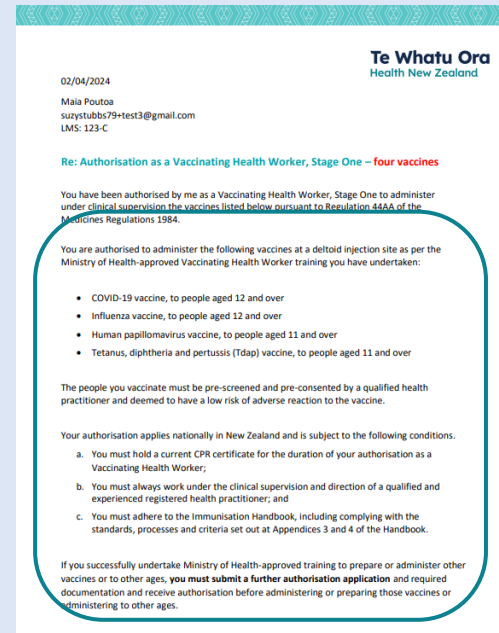
Click **Download** to download your approval letter

Tip: You'll only be able to download the most current approval letter. Once a letter is superseded, you'll no longer have access to the Download button

<a href="#">Request number</a>	<a href="#">Request type</a>	<a href="#">Request sub-type</a>	<a href="#">Regulation</a>	<a href="#">Submitted on</a> ↓	<a href="#">Current status</a>	<a href="#">Download authorisation letter</a>
<a href="#">Req-025885</a>	Vaccinating Health Worker Stage 1	COVID-19 12+, influenza 12+, HPV 11+ & Tdap 11+	Reg 44AA(3)(b)	28/03/2024	Letter Sent	<a href="#">Download</a>

5 It's important that you read your authorisation letter to understand the vaccinations and age groups that you are authorised to vaccinate.

Provide a copy of your authorisation letter to your employer.



## Get help

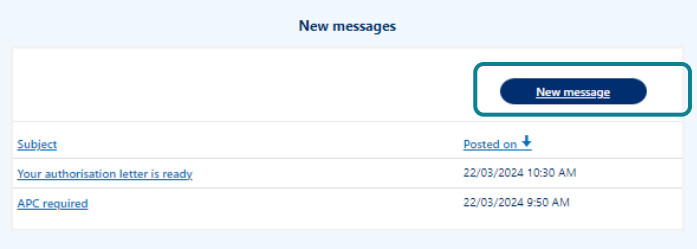
If you need help with:

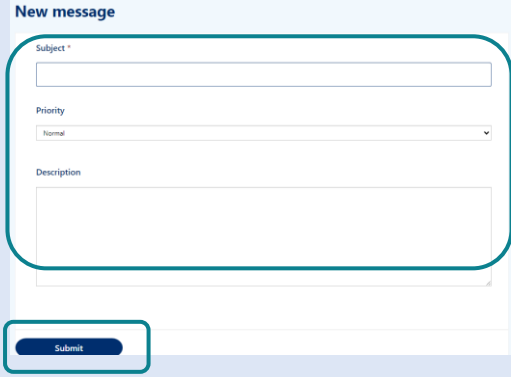
- Setting up or accessing a **My Health Account Workforce**
  - Check out My Health Account Workforce information, help and FAQs at [My Health Account Workforce – Health New Zealand | Te Whatu Ora](#)
  - Contact the My Health Account Workforce team, contact details located at [About My Health Account Workforce – Health New Zealand | Te Whatu Ora](#)
- Setting up or accessing a My Health Account
  - Check out My Health Account information, help and FAQs at [My Health Account – Health New Zealand | Te Whatu Ora](#)
  - Contact the My Health Account team, contact details located at [About My Health Account – Health New Zealand | Te Whatu Ora](#)
- Applying for vaccinator authorisation in the **Workforce Requests Portal**
  - Contact the Vaccinator Authorisation team at [vaccinatorauthorisations@health.govt.nz](mailto:vaccinatorauthorisations@health.govt.nz)
  - Send us a message via your Workforce Requests Portal home page (see steps below)



Step	Action	Screen shot guidance
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1	<p><b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page</p> <p>Tip: You can use any browser such as Edge, Chrome or Safari</p>	
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2	<p>Under the New messages section click <b>New message</b></p>	 <p>The screenshot shows a 'New messages' section with a 'New message' button highlighted in a red box. Below the button is a table of messages:</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Posted on ↓</th> </tr> </thead> <tbody> <tr> <td><a href="#">Your authorisation letter is ready</a></td> <td>22/03/2024 10:30 AM</td> </tr> <tr> <td><a href="#">APC required</a></td> <td>22/03/2024 9:50 AM</td> </tr> </tbody> </table>	Subject	Posted on ↓	<a href="#">Your authorisation letter is ready</a>	22/03/2024 10:30 AM	<a href="#">APC required</a>	22/03/2024 9:50 AM
Subject	Posted on ↓							
<a href="#">Your authorisation letter is ready</a>	22/03/2024 10:30 AM							
<a href="#">APC required</a>	22/03/2024 9:50 AM							

3	<p>Complete the fields:</p> <ul style="list-style-type: none"> <li>• <b>Subject</b> - if your message is in relation to a submitted request please include the Req-number in the subject line</li> <li>• <b>Priority</b> – select from the drop down</li> <li>• <b>Description</b> – type your message, please provide as much detail as you can</li> </ul>	 <p>The screenshot shows a 'New message' form with the following fields:</p> <ul style="list-style-type: none"> <li><b>Subject *</b>: A text input field.</li> <li><b>Priority</b>: A dropdown menu currently set to 'Normal'.</li> <li><b>Description</b>: A large text area for entering the message details.</li> </ul> <p>A 'Submit' button is located at the bottom of the form, highlighted in a red box.</p>
4	<p>Click <b>Submit</b></p>	

5	<p>Your message will:</p> <ul style="list-style-type: none"> <li>• appear in your <b>Workforce Requests Portal, Message history</b> section.</li> <li>• be sent to an administrator at Health NZ – Te Whatu Ora for action and response.</li> </ul>	
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You'll receive an email notification from **Workforce Requests** when you have a response to your message. Log in to your **Workforce Requests Portal** to view the response under the **New messages** section.