

## Workforce Requests Quick Reference Guide: How to sign up to be an Authorised Vaccinator using the Workforce Request portal

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This guide shows you how to login to the Workforce Request Portal using My Health Account, and how to set up your Workforce Requests profile. It also explains how to submit a Vaccinator Authorisation Request and use the portal messaging system to communicate with the Vaccinator Authorisation team.

### Workforce Requests portal – Purpose

The Workforce Requests portal allows you to securely submit health workforce requests (including requests to become an authorised vaccinator); to monitor the status of your submitted requests; and to communicate with the Vaccination Authorisation team by portal messaging about your requests. You can sign up or login with My Health Account.

Before you get started, please gather your supporting documentation, scan it onto to your drive in an image format like PNG, JPG or PDF. If you have any questions about using the Workforce Requests portal or the request process you can email [vaccinatorauthorisations@health.govt.nz](mailto:vaccinatorauthorisations@health.govt.nz) for assistance.


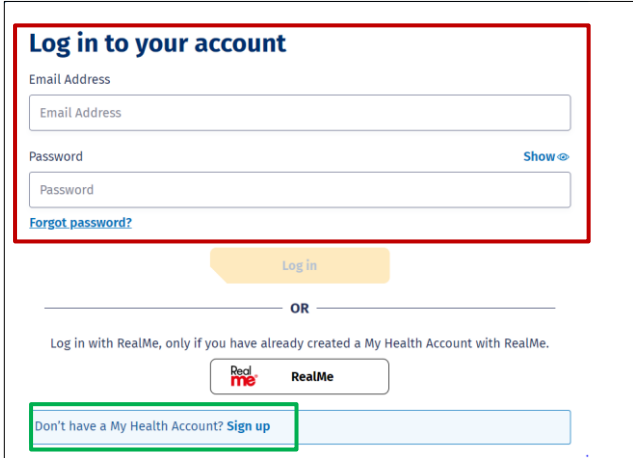
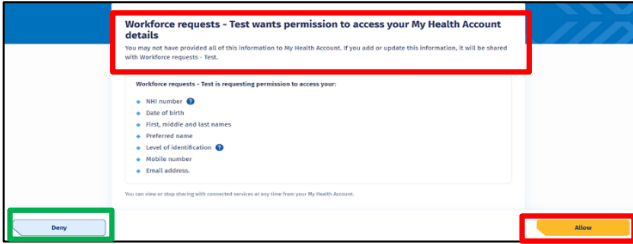
We recommend you use Google Chrome as your internet browser.


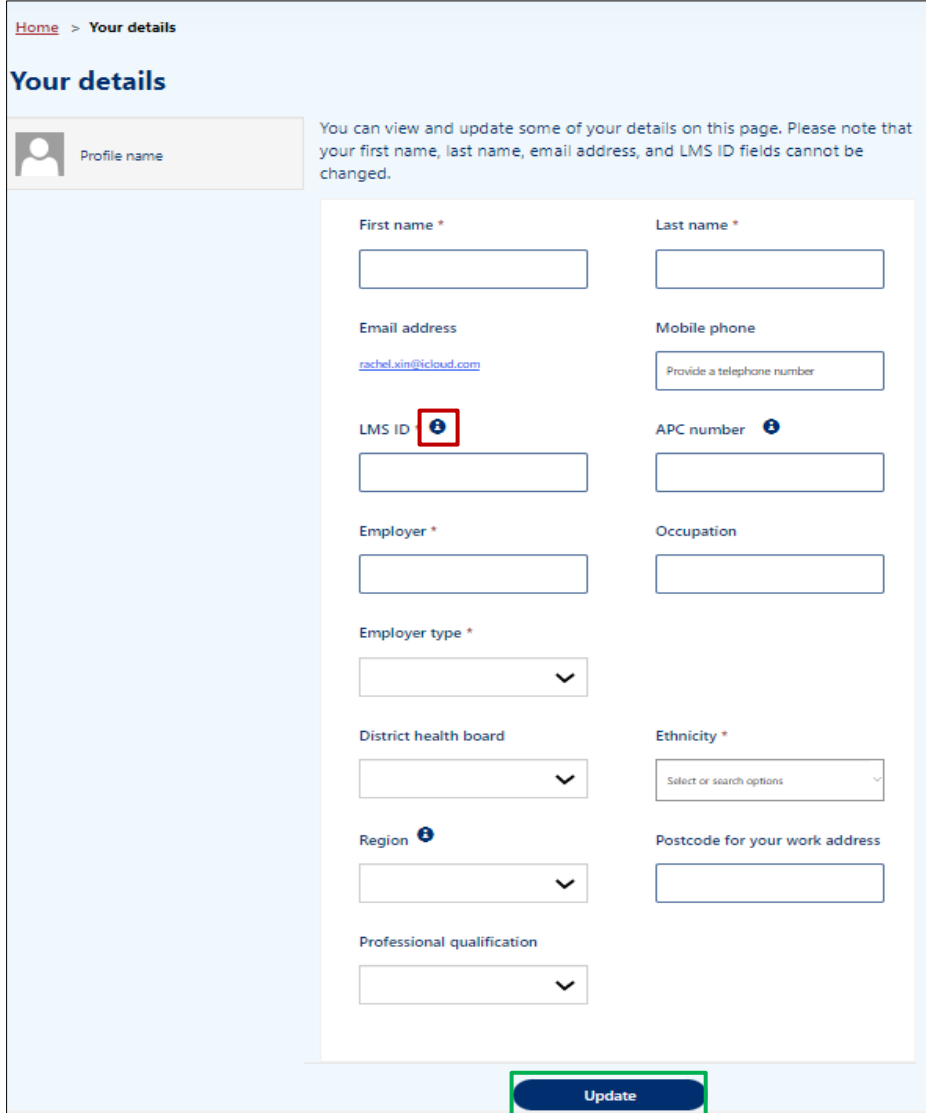
### Process Overview

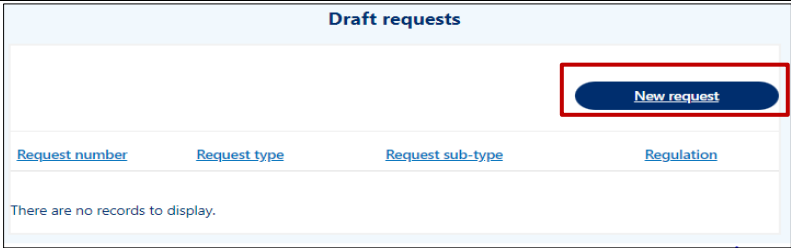
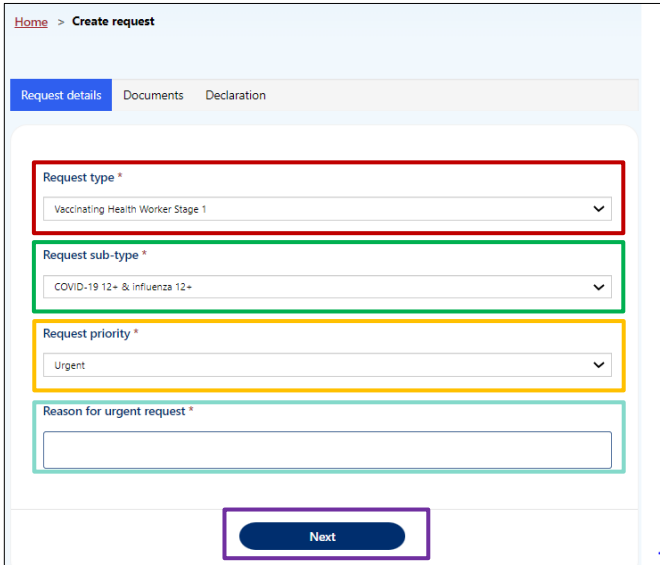
To request vaccinator authorisation request via Workforce Request Portal:

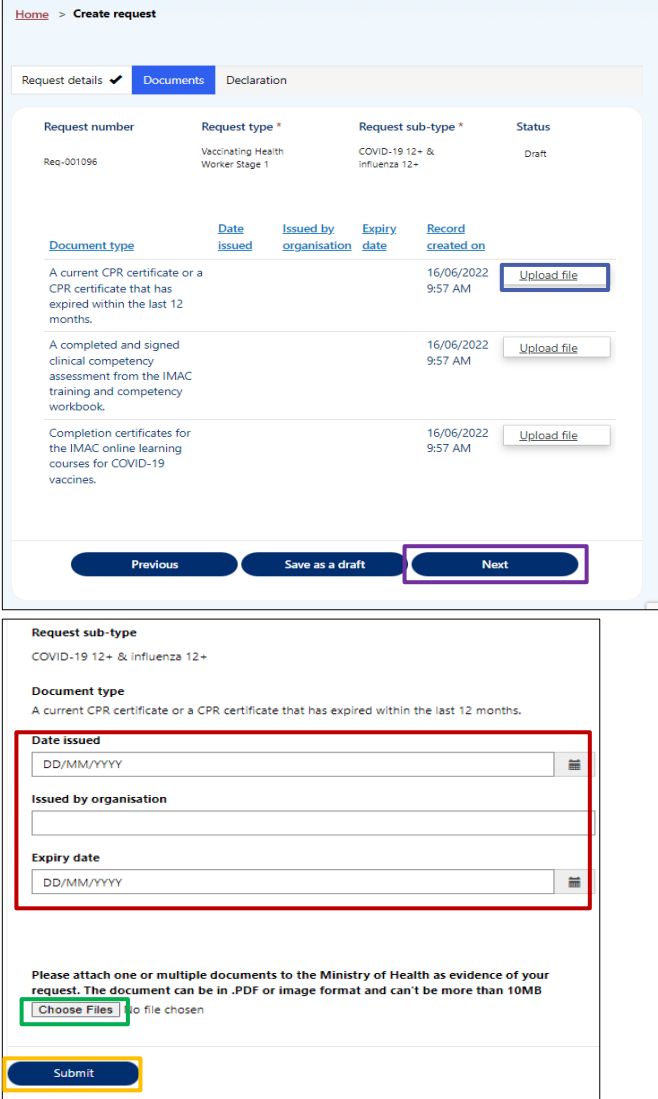
1. Login to Workforce Request Portal
2. Give consent to access My Health Account email address
3. Set up a personal profile
4. Create a workforce request
5. Provide supporting documentation
6. Complete declaration

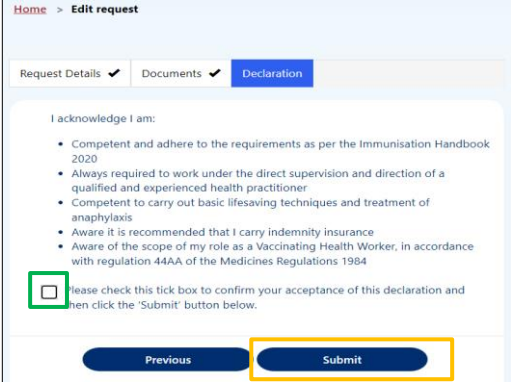
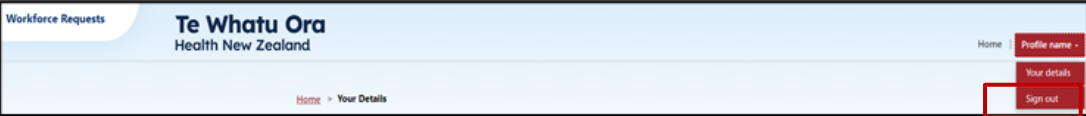
## Step guide: How to create a Vaccinator Authorisation Request

Step Action	Step Detail	Screenshot
<p><b>Login for the first time</b></p>	<p>Go to <i>Workforce Requests portal</i> <a href="#">here</a> and click on the <b>Sign up or Login</b> button.</p> <p>If you don't have an account, sign up for a new account by clicking the <b>Sign up</b> button at the bottom of the page.</p>	 
<p><b>Give consent to access My Health Account email address</b></p>	<p>The first time you log in with your My Health Account, click <b>Allow</b> in the permission seeking window to give consent to access My Health Account email address.</p> <p><b>Note:</b> If you <b>Deny</b> the permission to access the My Health Account email address you will not be able to access the Workforce Request web portal.</p>	

Step Action	Step Detail	Screenshot
<p><b>Set up a Personal Profile</b></p>	<p>Once you have logged in, you will be directed to the <b>Your Details</b> page to set up your profile.</p> <p>Follow the instructions on the screen and complete any missing information.</p> <p>You can <b>hover over the  icon</b> next to a given field and more information will pop up to help guide you through filling in the field.</p> <p>Click the <b>Update</b> button to finish your Workforce Requests Profile. Once your profile has been updated successfully, a pop-up message <b>'Your profile has been updated successfully'</b> will appear.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Your email address will be auto-populated using the email address you used to log in with My Health Account.</li> <li>Your first name, last name, email address, and LMS ID fields <b>cannot</b> be changed once sign up is completed.</li> <li>Mandatory fields are marked with an asterisk <b>*</b>.</li> <li>You can select <b>more than one option</b> under <b>Ethnicity</b>.</li> <li>In the field <b>Professional qualification</b>, select the appropriate qualification from the dropdown list. If you select <b>Other</b> in the field, an additional field will pop up for you to type in your qualification.</li> </ul>	 <p>The screenshot shows the 'Your details' page. At the top, there is a breadcrumb 'Home &gt; Your details' and the title 'Your details'. Below the title, there is a profile name field with a placeholder 'Profile name'. A note states: '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.' The form contains several fields: 'First name *', 'Last name *', 'Email address' (pre-filled with 'rachel.xin@icloud.com'), 'Mobile phone' (placeholder 'Provide a telephone number'), 'LMS ID' (with an info icon highlighted in red), 'APC number' (with an info icon), 'Employer *', 'Occupation', 'Employer type *' (dropdown), 'District health board' (dropdown), 'Ethnicity *' (dropdown with 'Select or search options'), 'Region' (with an info icon), 'Postcode for your work address', and 'Professional qualification' (dropdown). At the bottom right, there is a blue 'Update' button highlighted with a green box.</p>

Step Action	Step Detail	Screenshot
<p><b>Create a Workforce Request</b></p>	<p>Now that you have created your profile, you can create a workforce request to apply to become an Authorised Vaccinator</p> <p>Click on <b>Home</b>. You will be redirected to the home page. To apply for authorisation, select <b>New request</b> under <b>Draft requests</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>If you are logged out, logging back in after the profile has been created will return you to the <b>Home</b> page.</li> </ul>	
<p><b>Provide Request Details</b></p>	<p>In the <b>Create request</b> screen, select the appropriate <b>request type</b> and <b>request sub-type</b> for the authorisation type you are requesting. Then click <b>Next</b>.</p> <p><b>Note:</b> If this is an urgent request, you can select Urgent under the <b>Request priority</b> dropdown box. A free text field <b>Reason for urgent request</b> will pop up for you to enter the reason.</p>	

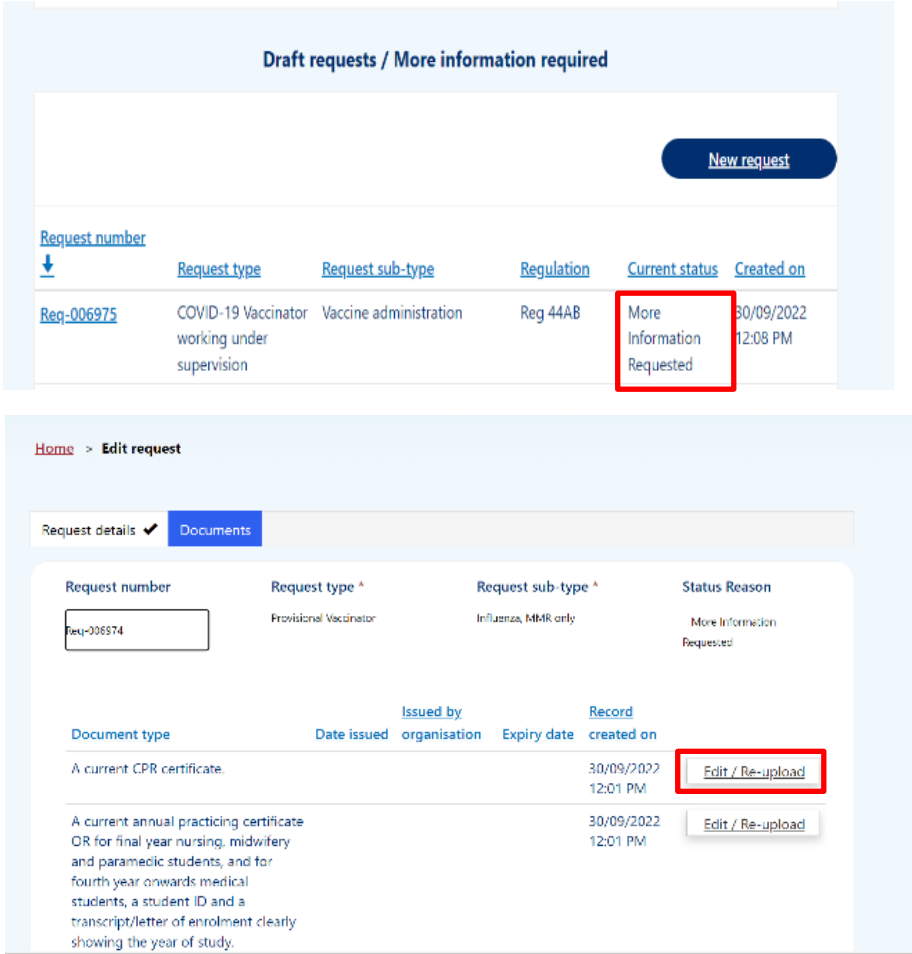
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<p><b>Provide Supporting Documents</b></p>	<p>You will be taken to the <b>Documents</b> screen where you will be asked to upload documents to support your vaccinator authorisation request. The documents needed will be specified on the screen.</p> <p>To add a document, click on the <b>Upload file</b> button next to the relevant document.</p> <p>On each file upload, the document details will be requested. Please provide the <b>Date issued, Issued by organisation and Expiry date</b>. Click on <b>Choose files</b> to upload the file. Once the file has been uploaded then click on the <b>Submit</b> button.</p> <p>Once you have uploaded all the evidence you can click on <b>Next</b></p> <p><b>Note:</b> You can save the request as a draft by clicking on the <b>Save as a draft</b> button and return later to continue</p> <p><b>Note:</b> only pdf or image (jpg, jpeg, or png) file types are accepted. The maximum file size per file is 10 MB</p>	<p style="text-align: center;"><b>Screenshot</b></p>  <p>The screenshot shows the 'Create request' page with a 'Documents' tab selected. It displays a table of request details and a list of document types with 'Upload file' buttons. Below this is a form for document details, including fields for 'Date issued', 'Issued by organisation', and 'Expiry date', each with a 'Choose Files' button. A 'Submit' button is at the bottom.</p> <table border="1" data-bbox="1032 225 1655 772"> <thead> <tr> <th>Request number</th> <th>Request type *</th> <th>Request sub-type *</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Req-001096</td> <td>Vaccinating Health Worker Stage 1</td> <td>COVID-19 12+ &amp; influenza 12+</td> <td>Draft</td> </tr> </tbody> </table> <table border="1" data-bbox="1032 384 1655 772"> <thead> <tr> <th>Document type</th> <th>Date issued</th> <th>Issued by organisation</th> <th>Expiry date</th> <th>Record created on</th> <th>Upload file</th> </tr> </thead> <tbody> <tr> <td>A current CPR certificate or a CPR certificate that has expired within the last 12 months.</td> <td></td> <td></td> <td></td> <td>16/06/2022 9:57 AM</td> <td>Upload file</td> </tr> <tr> <td>A completed and signed clinical competency assessment from the IMAC training and competency workbook.</td> <td></td> <td></td> <td></td> <td>16/06/2022 9:57 AM</td> <td>Upload file</td> </tr> <tr> <td>Completion certificates for the IMAC online learning courses for COVID-19 vaccines.</td> <td></td> <td></td> <td></td> <td>16/06/2022 9:57 AM</td> <td>Upload file</td> </tr> </tbody> </table> <p>Request sub-type: COVID-19 12+ &amp; influenza 12+</p> <p>Document type: A current CPR certificate or a CPR certificate that has expired within the last 12 months.</p> <p>Date issued: DD/MM/YYYY</p> <p>Issued by organisation: [Text Field]</p> <p>Expiry date: DD/MM/YYYY</p> <p>Please attach one or multiple documents to the Ministry of Health as evidence of your request. The document can be in .PDF or image format and can't be more than 10MB</p> <p>Choose Files (0 file chosen)</p> <p>Submit</p>	Request number	Request type *	Request sub-type *	Status	Req-001096	Vaccinating Health Worker Stage 1	COVID-19 12+ & influenza 12+	Draft	Document type	Date issued	Issued by organisation	Expiry date	Record created on	Upload file	A current CPR certificate or a CPR certificate that has expired within the last 12 months.				16/06/2022 9:57 AM	Upload file	A completed and signed clinical competency assessment from the IMAC training and competency workbook.				16/06/2022 9:57 AM	Upload file	Completion certificates for the IMAC online learning courses for COVID-19 vaccines.				16/06/2022 9:57 AM	Upload file
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<b>Complete Declaration</b>	After all the relevant documents have been uploaded, you will be prompted to read and confirm the <b>Declaration</b> . Tick the <b>Declaration box</b> then click <b>Submit</b> to submit your vaccinator authorisation request.	 <p>The screenshot shows the 'Edit request' page with three tabs: 'Request Details', 'Documents', and 'Declaration'. The 'Declaration' tab is active. Below the tabs, there is a section titled 'I acknowledge I am:' followed by a list of requirements. A green box highlights a tick box next to the text: 'Please check this tick box to confirm your acceptance of this declaration and then click the 'Submit' button below.' A yellow box highlights the 'Submit' button at the bottom right of the page.</p>
<b>Log out</b>	To log out of the Workforce Request Portal, click your Name in the top right corner of the screen and select <b>Sign out</b> .	 <p>The screenshot shows the header of the 'Workforce Requests' portal for 'Te Whatu Ora Health New Zealand'. In the top right corner, there is a user profile dropdown menu with options: 'Home', 'Profile name', 'Your details', and 'Sign out'. A red box highlights the 'Sign out' option.</p>

## How to query your submitted requests

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<p><b>Query your submitted requests</b></p>	<p>If you have a query about your request, you can contact the Vaccinator Authorisation team within your Workforce Requests portal.</p> <p>To create a new message, navigate to your home page and click on the <b>New message</b> button on the right corner under the <b>New messages</b> section.</p> <p>A new message screen will be displayed. Fill in the <b>Subject</b> (this is a compulsory field), the <b>Priority</b> of your message (select from the dropdown arrow on the right of the field) and then enter your message details in the <b>Description</b> text box.</p> <p>Once you have finished typing your message, click the <b>Submit</b> button to send your message.</p> <p>Once the message submitted, it will appear in the <b>Message history</b> section.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>You message will go through to an Administrator for action.</li> <li>You will be notified via email to review the portal message once you receive response.</li> </ul>	<p>The top screenshot shows the 'New messages' section of the portal. It includes a 'New Message' button highlighted with a red box. Below the button is a table with columns for 'Subject', 'Posted on', and 'Posted by'. The text 'There are no records to display.' is shown below the table.</p> <p>The bottom screenshot shows the 'New message' form. It includes a 'Subject *' field highlighted in green, a 'Priority' dropdown menu highlighted in yellow (with 'Normal' selected), and a 'Description' text box highlighted in purple. A 'Submit' button is highlighted with a red box at the bottom of the form. To the right of the form is a 'Message history' table with columns for 'Subject', 'Posted on', and 'Posted by'. The table contains one entry: 'Follow up' with a 'Posted on' date of '16/06/2022 1:40 PM' and 'Posted by' 'SYSTEM'.</p>

## How to Provide Missing Documentation for Submitted Requests

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<p><b>Provide Missing Documentation</b></p>	<p>The Vaccinator Authorisation team will send a portal message if they require additional or amended documentation from you.</p> <p>You will be able to see that your request is requiring additional information as the application status will be changed from 'In Progress' to 'More Information Requested'.</p> <p>To upload missing documentation, click on the Request number. This will take you to the Request Details Section. Select the 'Edit/Re-Upload' button next to the document type(s) you need to re-submit.</p> <p>An administrator will be notified once you have completed this step and will proceed with the application process.</p>	 <p>The screenshot shows a user interface for managing draft requests. At the top, it says "Draft requests / More information required" with a "New request" button. Below is a table of requests:</p> <table border="1"> <thead> <tr> <th>Request number</th> <th>Request type</th> <th>Request sub-type</th> <th>Regulation</th> <th>Current status</th> <th>Created on</th> </tr> </thead> <tbody> <tr> <td><a href="#">Req-006975</a></td> <td>COVID-19 Vaccinator working under supervision</td> <td>Vaccine administration</td> <td>Reg 44AB</td> <td>More Information Requested</td> <td>30/09/2022 12:08 PM</td> </tr> </tbody> </table> <p>Below this is the "Edit request" page for request Req-006974. It shows request details and a list of documents:</p> <table border="1"> <thead> <tr> <th>Request number</th> <th>Request type</th> <th>Request sub-type</th> <th>Status Reason</th> </tr> </thead> <tbody> <tr> <td>Req-006974</td> <td>Provisional Vaccinator</td> <td>Influenza, MMR only</td> <td>More Information Requested</td> </tr> </tbody> </table> <p>Underneath, there is a table of documents with "Edit / Re-upload" buttons:</p> <table border="1"> <thead> <tr> <th>Document type</th> <th>Date issued</th> <th>Issued by organisation</th> <th>Expiry date</th> <th>Record created on</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>A current CPR certificate.</td> <td></td> <td></td> <td></td> <td>30/09/2022 12:01 PM</td> <td>Edit / Re-upload</td> </tr> <tr> <td>A current annual practicing certificate OR for final year nursing, midwifery and paramedic students, and for fourth year onwards medical students, a student ID and a transcript/letter of enrolment clearly showing the year of study.</td> <td></td> <td></td> <td></td> <td>30/09/2022 12:01 PM</td> <td>Edit / Re-upload</td> </tr> </tbody> </table>	Request number	Request type	Request sub-type	Regulation	Current status	Created on	<a href="#">Req-006975</a>	COVID-19 Vaccinator working under supervision	Vaccine administration	Reg 44AB	More Information Requested	30/09/2022 12:08 PM	Request number	Request type	Request sub-type	Status Reason	Req-006974	Provisional Vaccinator	Influenza, MMR only	More Information Requested	Document type	Date issued	Issued by organisation	Expiry date	Record created on	Action	A current CPR certificate.				30/09/2022 12:01 PM	Edit / Re-upload	A current annual practicing certificate OR for final year nursing, midwifery and paramedic students, and for fourth year onwards medical students, a student ID and a transcript/letter of enrolment clearly showing the year of study.				30/09/2022 12:01 PM	Edit / Re-upload
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