

Vaccinators transitioning to whole-of-life authorisation

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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:

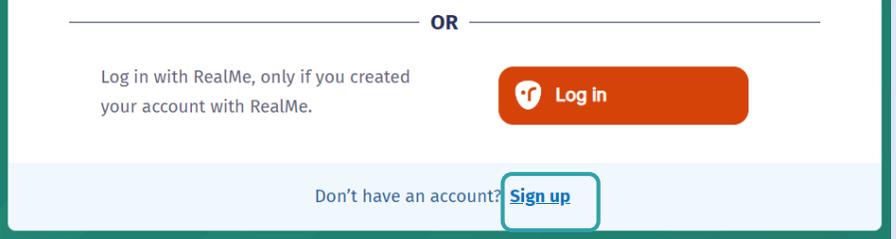
[Workforce requests](#)

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



Sign up to the Workforce Requests Portal

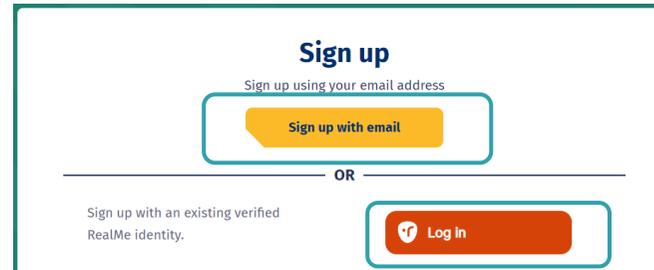
You'll need to sign up and create a My Health Account Workforce to access the Workforce Requests Portal. Find out more at [About My Health Account Workforce – Health New Zealand | Te Whatu Ora](#).

Step	Action	Screen shot guidance
1	Access the Workforce Requests Portal via the link or QR code on the cover page Tip: You can use any browser such as Edge, Chrome or Safari	
2	Click My Health Account Workforce button This will take you to sign up for a My Health Account Workforce account	
3	Click Sign up Tip: If you have a My Health Account Workforce already you can go to page 7 to log in then you'll be directed to create Workforce Requests Portal profile steps 16 – 18 below	

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.

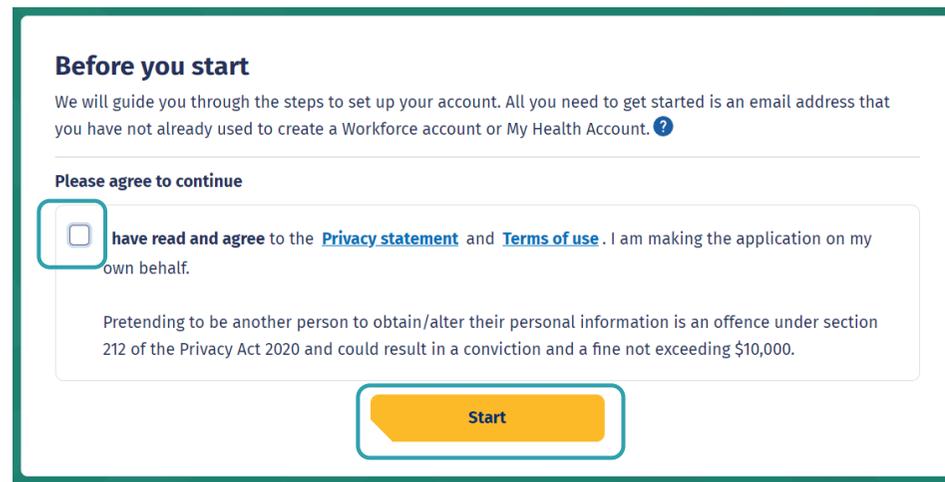
Not sure if you have a My Health Account? If you have accessed My Covid Record to create a vaccine pass or enter RAT test results, you will have set up a My Health Account

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

testemail@pharmacy.co.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>

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

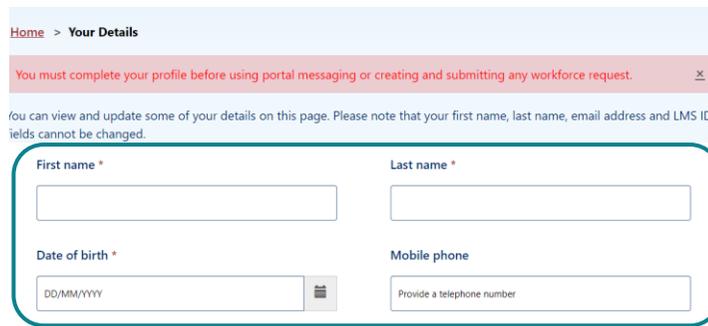
Allow

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

16 You'll now be taken to the Workforce Requests Portal to set up your profile

Complete **Your Details** form fields (see Tips below)

17 Once you have completed the form fields, click **Submit**

A screenshot of a web form titled "Home > Your Details". At the top, there is a red banner with the text "You must complete your profile before using portal messaging or creating and submitting any workforce request." Below this, 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 four input fields: "First name *" (with an asterisk), "Last name *" (with an asterisk), "Date of birth *" (with an asterisk and a calendar icon), and "Mobile phone" (with the placeholder text "Provide a telephone number").

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 – this is your Annual Practicing Certificate number.

CPN / HPI – this is your Health Provider Index Common Person Number, known as CPN or HPI number.

Employer and Employer email address - if you provide details the portal may include your employer in notifications of when your vaccination authorisation is due for renewal.

For more information go to [Getting the most from your account – Health New Zealand | Te Whatu Ora](#)

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

Kia ora, welcome to your Workforce Requests home page. Here you can view new messages, create new messages, and view details of your message history, your draft requests, and submitted requests. You can also update your contact details by clicking on the dropdown arrow next to your name on the top right.

For further assistance, please call us on [0800 222 478](tel:0800222478) or [+64 9 307 6155](tel:+6493076155) during standard office hours, 8 am to 5 pm Monday to Friday.

You can also email your query and/or feedback about the service to workforcerequests@health.govt.nz. Please include the make and model of your PC or phone, which operating system you're running and, if your query relates to an issue you're experiencing, a brief description of the issue.

New messages

[New message](#)

Subject	Posted on ↓
There are no records to display.	

Message history

[Subject](#) [Posted on](#) ↓

There are no records to display.	
----------------------------------	--

Draft requests / More information required

[New request](#)

Request number	Request type	Request sub-type	Regulation	Current status	Created on
↓					
There are no records to display.					

Submitted requests

Request number	Request type	Request sub-type	Regulation	Submitted on ↓	Download
					Current status authorisation letter
There are no records to display.					

If you need to:

- Submit a new authorisation request – transition to whole-of-life vaccinator – go to page 10

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
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1	Access the Workforce Requests Portal via the link or QR code on the cover page Tip: You can use any browser such as Edge, Chrome or Safari	
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2	Click My Health Account Workforce button	
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3	Enter your Email address and Password	
4	Click Log in	

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

Kia ora, welcome to your Workforce Requests home page. Here you can view new messages, create new messages, and view details of your message history, your draft requests, and submitted requests. You can also update your contact details by clicking on the dropdown arrow next to your name on the top right.

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New messages

[New message](#)

Subject	Posted on ↓
There are no records to display.	

Message history

[Posted on](#) ↓

Subject	Posted on ↓
There are no records to display.	

Draft requests / More information required

[New request](#)

Request number	Request type	Request sub-type	Regulation	Current status	Created on
There are no records to display.					

Submitted requests

Request number	Request type	Request sub-type	Regulation	Submitted on ↓	Current status	Download authorisation letter
There are no records to display.						

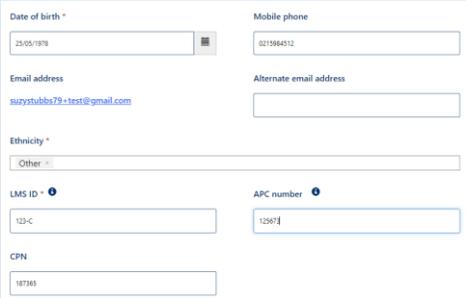
If you need to:

- Update your profile – go to page 9
- Submit a new authorisation request – transition to whole-of-life vaccinator – go to page 10
- Upload your post authorisation requirements documents – go to page 17
- Download your authorisation letter – go to page 20

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

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

Step	Action	Screen shot guidance
1	Log in to your Workforce Requests Portal 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	Click the down arrow by your name (top right of the page)	
3	Click Your details	
4	Amend your personal details Tip: You can't change your: <ul style="list-style-type: none">• First or last name• Primary email address• LMS ID	
5	Once you've updated your details, click Submit (bottom left of the screen)	

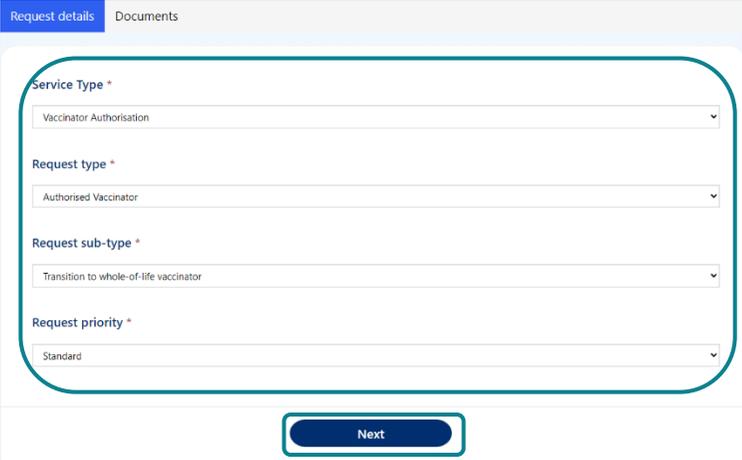
Submit a new authorisation request – transition to whole-of-life vaccinator

When you have completed the Extending vaccinator skills (whole-of-life) vaccinator training you can submit a new authorisation request. This will go to Health NZ | Te Whatu Ora for review and authorisation.

Step	Action	Screen shot guidance
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1	Log in to your Workforce Requests Portal via the link or QR code on the cover page (page 7) Tip: You can use any browser such as Edge, Chrome or Safari	
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2	From your home page, scroll down to Draft requests / More information required	
3	Click New request	

4	<p>Complete the drop-down fields</p> <ul style="list-style-type: none">• Service Type – select Vaccinator Authorisation• Request type – select Authorised Vaccinator• Request sub-type – select Transition to whole-of-life vaccinator• Request priority – select Standard (approx. 7 working days) or Urgent (if you need authorisation sooner than 7 days. You'll be prompted to add a reason for the urgent request) <p>Click Next</p>	
---	--	--

5 Upload the following documents:

- Current CPR certificate
- Vaccinator Foundation Course or Vaccinator Update Course Certificate (pharmacist only)
- Copy of original clinical assessment (pharmacist only)
- Extending vaccinator skills (whole-of-life) Course Certificate
- Current letter of authorisation (if applicable)
- Current APC

Click **Upload file** alongside the document you wish to upload

The screenshot shows a web application interface with a 'Documents' tab selected. It displays a table of documents to be uploaded for a specific request. The 'Request details' tab is also visible, showing request information.

Request number	Request type *	Request sub-type *	Status
Req-026181	Authorised Vaccinator	Transition to whole-of-life vaccinator	Draft

Document type	Issued by organisation	File Name	Record created on	Upload file
A current CPR certificate			02/07/2024 12:46 PM	<input type="button" value="Upload file"/>
Foundation Course or Update Training Certificate (Pharmacist only)			02/07/2024 12:46 PM	<input type="button" value="Upload file"/>
Copy of original clinical assessment (Pharmacist only)			02/07/2024 12:46 PM	<input type="button" value="Upload file"/>
Extending vaccinator skills (whole-of-life) Course Certificate			02/07/2024 12:46 PM	<input type="button" value="Upload file"/>
Current letter of authorisation (if applicable)			02/07/2024 12:46 PM	<input type="button" value="Upload file"/>
Current APC			02/07/2024 12:46 PM	<input type="button" value="Upload file"/>

Navigation buttons: Previous, Save, Next

- 6 Enter the name of the organisation who issued the document in the **Issued by organisation** field
- 7 Click **Choose file** to select file from your device

Tip: you can upload pdf or image files
- 8 Click **Upload**
- 9 Repeat steps 5 – 9 for each document type required

Request sub-type
Transition to whole-of-life vaccinator

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

No file chosen

Tip: you can upload more than one file against each document type.

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

Request sub-type
Transition to whole-of-life vaccinator

Document type
A current CPR certificate

Issued by organisation

less than a minute ago
Suzanne Stubbs

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

No file chosen

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

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

Request number	Request type *	Request sub-type *	Status
Req-026131	Authorised Vaccinator	Transition to whole-of-life vaccinator	Draft

Document type	Issued by organisation	File Name	Record created on	
A current CPR certificate		CPR.pdf	25/06/2024 2:41 PM	Upload file
Foundation Course or Update Training Certificate (Pharmacist only)		Foundation Cert.pdf	25/06/2024 2:41 PM	Upload file
Copy of original clinical assessment (Pharmacist only)		Clinical Assessment.pdf	25/06/2024 2:41 PM	Upload file
Extending vaccinator skills (whole-of-life) Course Certificate		Training Cert.pdf	25/06/2024 2:41 PM	Upload file
Current letter of authorisation (if applicable)			25/06/2024 2:41 PM	Upload file
Current APC		APC.pdf	25/06/2024 2:41 PM	Upload file

[Previous](#) [Save](#) [Next](#)

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

12 Click **Submit**

I acknowledge I am:

- Competent and adhere to the requirements as per the Immunisation Handbook
- Have evidence of a current CPR certificate and treatment of anaphylaxis
- Aware it is recommended that I carry indemnity insurance
- Aware of the scope of my role as an Authorised Vaccinator to work within my scope of practice in accordance with regulation 44A(2) of the Medicines Regulation 1984.

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

[Previous](#) [Submit](#)

13

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

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

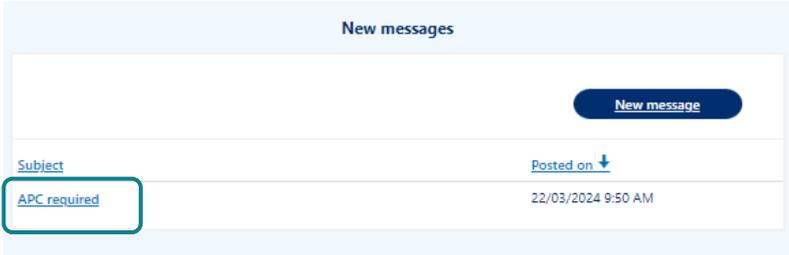
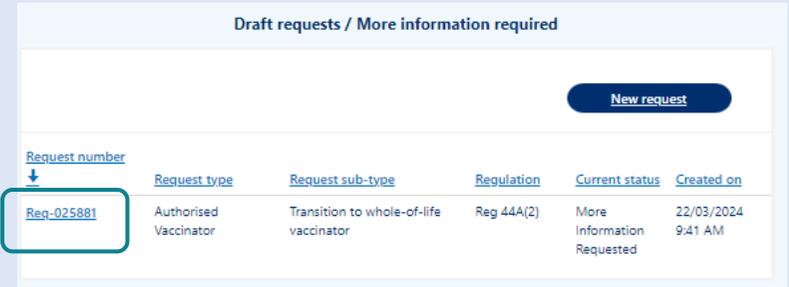
Submitted requests						
Request number	Request type	Request sub-type	Regulation	Submitted on ↓	Current status	Download authorisation letter
Req-025880	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	22/03/2024	Submitted	

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 15
- Authorisation letter – go to page 20

More information required

Following an authorisation submission, Health NZ | Te Whatu Ora 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 **Vaccinator Authorisations** letting you know you have a notification in your Workforce Requests Portal.

Step	Action	Screen shot guidance												
1	<p>Log in to your Workforce Requests Portal via the link or QR code on the cover page (page 7)</p> <p>Tip: You can use any browser such as Edge, Chrome or Safari</p>													
2	You'll see a message in the New messages section													
3	<p>Click the Subject hyperlink to open and read the message, we'll let you know what information is needed</p>													
4	<p>Your request will now be under the Draft requests / More information required section</p> <p>Click the Req-number hyperlink to open the request and upload the required information</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>Req-025881</td> <td>Authorised Vaccinator</td> <td>Transition to whole-of-life vaccinator</td> <td>Reg 44A(2)</td> <td>More Information Requested</td> <td>22/03/2024 9:41 AM</td> </tr> </tbody> </table>	Request number	Request type	Request sub-type	Regulation	Current status	Created on	Req-025881	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	More Information Requested	22/03/2024 9:41 AM
Request number	Request type	Request sub-type	Regulation	Current status	Created on									
Req-025881	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	More Information Requested	22/03/2024 9:41 AM									

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

The screenshot shows a form titled 'Request details' with two tabs: 'Request details' (active) and 'Documents'. The form contains three dropdown menus: 'Request type *' with 'Authorised Vaccinator' selected, 'Request sub-type *' with 'Transition to whole-of-life vaccinator' selected, and 'Request priority *' with 'Standard' selected. Below these is a 'Status Reason' section with 'More Information Requested' selected. A blue 'Next' button is highlighted at the bottom of the form.

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

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

The screenshot shows the 'Documents' section of the form. It contains two rows of information:

Extending vaccinator skills (whole-of-life) Course Certificate	Whole of life course certificate 2024.pdf	22/03/2024 9:41 AM	Upload file
Current APC		22/03/2024 9:41 AM	Upload file

A blue 'Submit' button is highlighted at the bottom of the section.

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

The screenshot shows the 'Submitted requests' section with a table of request details:

Request number	Request type	Request sub-type	Regulation	Submitted on	Current status	Download authorisation letter
Req-025881	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	22/03/2024	In Progress	

Upload workbook sign off sheet & clinical assessment to a request – post

authorisation requirements

To have supervision conditions removed from your authorisation you'll need to complete your workbook and clinical assessment.

You can upload your workbook sign off sheet first and then, at a later stage, your clinical assessment. If you do this, you'll receive an updated authorisation letter with amended supervision conditions.

Once you upload a completed clinical assessment, you'll receive an updated authorisation letter with remaining supervision conditions removed.

Step	Action	Screen shot guidance
1	Log in to your Workforce Requests Portal 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 the **Post authorisation** section. If you have Post authorisation requirements to complete and upload this will show here

3 Click the **Req-number** hyperlink

Post authorisation			
Request number ↓	Request title	Current status	Created on
Req-025882	Post authorisation requirements to become whole of life vaccinator	Draft	22/03/2024 10:30 AM

4 Click **Next** to confirm Request details

The screenshot shows a form titled 'Request details' with a 'Documents' tab. It contains three dropdown menus: 'Request type *' with 'Authorised Vaccinator' selected, 'Request sub-type *' with 'Transition to whole-of-life vaccinator' selected, and 'Request priority *' with 'Standard' selected. Below these is a 'Status Reason' section with 'Draft' selected. A blue 'Next' button is highlighted with a red box at the bottom of the form.

5 Upload your completed documents, which could include:

- workbook sign off sheet
- completed and signed clinical assessment

Click **Upload** alongside the document you wish to upload

The screenshot shows the 'Documents' tab of the 'Request details' form. It contains a table with the following data:

Request number	Request type *	Request sub-type *	Status Reason
Req-025882	Authorised Vaccinator	Transition to whole-of-life vaccinator	Draft

Title	Issued By	File Name	Created On	
A completed and signed clinical assessment on a person under two years old			22/03/2024 10:30 AM	<input type="button" value="Upload"/>
Sign off sheet from workbook			22/03/2024 10:30 AM	<input type="button" value="Upload"/>

A blue 'Submit' button is located at the bottom of the form.

6 Once you've uploaded the post authorisation requirements document(s)

Click **Submit**

Repeat steps 1 – 6 to upload additional post authorisation requirements documents to a request.

Tip: If you upload a document in error, see page 12 for steps to delete the upload.

Request number	Request type *	Request sub-type *	Status Reason
Req-025858	Authorised Vaccinator	Transition to whole-of-life vaccinator	Draft

Title	Issued By	File Name	Created On	
A completed and signed clinical assessment on a person under two years old		Clinical Assessment.pdf	18/03/2024 11:49 AM	<input type="button" value="Upload"/>
Sign off sheet from workbook		Workbook Sign off.pdf	18/03/2024 11:49 AM	<input type="button" value="Upload"/>

7 Once you have Submitted you'll see this request in the **Submitted requests** section of your Workforce Requests Portal homepage

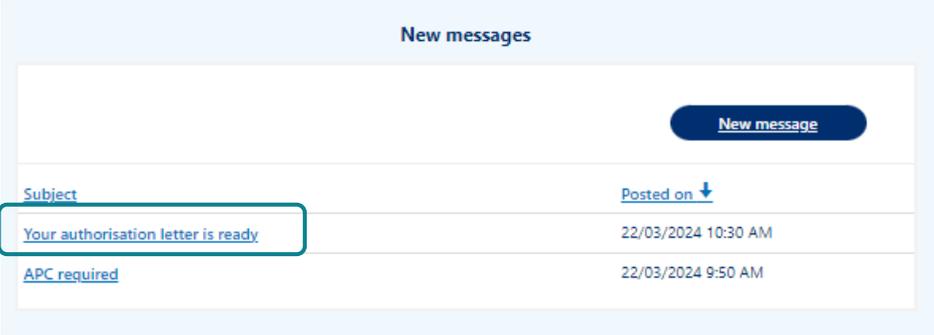
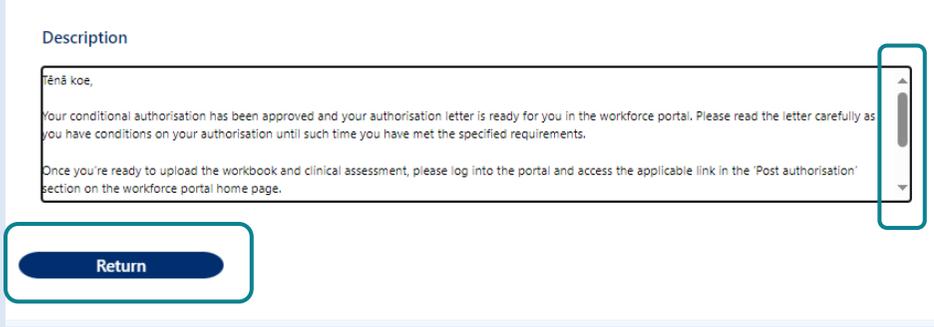
Request number	Request type	Request sub-type	Regulation	Submitted on	Current status	Download
Req-025882	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	22/03/2024	Submitted	Download
Req-025881	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	22/03/2024	Letter Sent	Download

Once your request has been reviewed you will receive notification via email of:

- More information required – go to page 15
- Authorisation letter – go to page 20

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.

Step	Action	Screen shot guidance
1	<p>Log in to your Workforce Requests Portal via the link or QR code on the cover page (page 7)</p> <p>Tip: You can use any browser such as Edge, Chrome or Safari</p>	
2	<p>Under the New messages section click the Subject line / message title hyperlink</p>	
3	<p>Use the scroll bar to read the message</p> <p>Once you have read the message click Return</p> <p>Tip: Your initial authorisation will have conditions on your practice. It's important that you read your authorisation letter to understand these conditions</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

Request number	Request type	Request sub-type	Regulation	Submitted on ↓	Current status	Download authorisation letter
Req-025881	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	22/03/2024	Letter Sent	Download

5 You may have conditions on your authorisation

It's important that you read your authorisation letter to understand these conditions

Go to **Uploading post authorisation requirements** (page 17) once you have successfully completed your post authorisation requirements and are ready to upload these documents as evidence

Health New Zealand
Te Whatu Ora

22/03/2024
Suzanne Stubbs
suzystubbs79test@gmail.com
LMS: 123-C

Re: Authorised Vaccinator – transitioning to whole-of-life

Under regulation 44A of the Medicines Regulations 1984, I authorise you to administer any vaccine listed on the National Immunisation Schedule and for the purposes of an approved immunisation programme (including but not limited to the vaccination programmes pursuant to the National Immunisation Schedule.)

Your authorisation applies nationally and expires on 04/03/2026.

Conditions of your authorisation

Your authorisation is subject to the following conditions:

- You must work under the direct supervision of an experienced vaccinator when administering vaccines to people aged 2-5 years old.
 - This condition will be removed in the event:
 - you successfully complete the Vaccinator Practical Workbook Extending Vaccinator Skills (Whole-of-Life);
 - submit it to Health New Zealand; and
 - receive confirmation in writing that this condition is removed.
 - You must work under the direct supervision of an experienced vaccinator when administering vaccines to people under 2 years of age.
 - This condition will be removed in the event:
 - you successfully complete an independent clinical assessment from an approved clinical assessor that includes the vaccination of at least one child aged under 2 years; and
 - submit the clinical assessment document to Health New Zealand; and
 - receive confirmation in writing that this condition is removed.
 - You must work within your scope of practice.
 - You must comply with the Immunisation Standards set out in the Immunisation Handbook 2020 (as updated from time to time.)
 - You must maintain a current practising certificate for the duration of your authorisation under regulation 44A(2).
 - You must hold a current CPR certificate for the duration of your authorisation under regulation 44A(2).
 - As a vaccinator, it is your responsibility to stay up to date and undertake update courses as appropriate to remain current.

Health New Zealand
Te Whatu Ora

An **experienced vaccinator** is a vaccinator with a minimum of 6 months (un-supervised) experience vaccinating under 2-year-olds.
Thank you for your continued work in immunisation in Aotearoa New Zealand.

Dr
Medical Officer of Health
Health New Zealand – Te Whatu Ora

Te Whatu Ora.govt.nz
133 Malesworth St, Thorndon, Wellington 6011
Email: vaccinatorauthorisations@health.govt.nz

Te Kāwananganga o Aotearoa
New Zealand Government

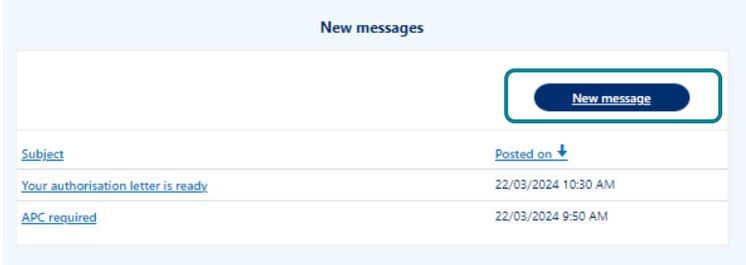
Get help

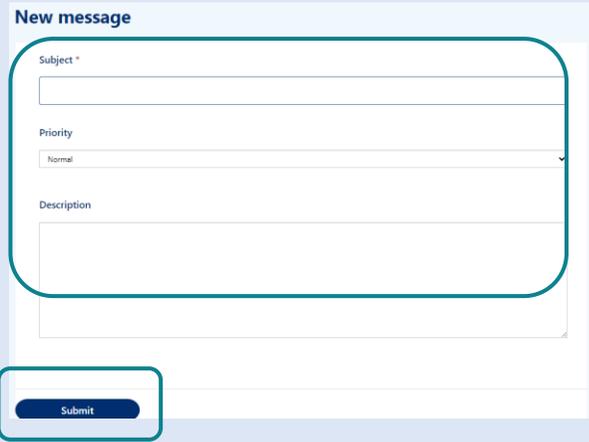
If you need help with:

- 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](#)
- Applying for vaccinator authorisation in the **Workforce Requests Portal**
 - Contact the Vaccinator Authorisation team at vaccinatorauthorisations@healthnz.govt.nz
 - Send us a message via your Workforce Requests Portal home page (see steps on next page)

Step	Action	Screen shot guidance
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1	<p>Log in to your Workforce Requests Portal via the link or QR code on the cover page (page 7)</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 New message</p>	 <p>The screenshot shows a 'New messages' section with a 'New message' button. Below it is a table with two columns: 'Subject' and 'Posted on'. The table contains two rows of messages:</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Posted on</th> </tr> </thead> <tbody> <tr> <td>Your authorisation letter is ready</td> <td>22/03/2024 10:30 AM</td> </tr> <tr> <td>APC required</td> <td>22/03/2024 9:50 AM</td> </tr> </tbody> </table>	Subject	Posted on	Your authorisation letter is ready	22/03/2024 10:30 AM	APC required	22/03/2024 9:50 AM
Subject	Posted on							
Your authorisation letter is ready	22/03/2024 10:30 AM							
APC required	22/03/2024 9:50 AM							

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

Your message will:

- appear in your **Workforce Requests Portal, Message history** section.
- be sent to an administrator at Health NZ – Te Whatu Ora for action and response.

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.