

THE AIR VACCINATOR PORTAL

The Aotearoa Immunisation Register (AIR) vaccinator portal is used to record all vaccination types and view immunisation history.

The AIR vaccinator portal is used for providers that **do not** have an integrated patient management system. If you are using a system that is integrated with the AIR then you do not need to use the vaccinator portal.

To use the AIR vaccinator portal, each health facility needs to appoint a *facility manager* who will complete their sign-up first. Facility managers can then support you to complete the AIR sign up process. More information about signing up to use the vaccinator portal can be found in our [vaccine system toolkit](#).

STEP	RESPONSIBILITY	ACTION	COMPLETE
1.	YOUR ORGANISATION	Appoint an AIR facility manager	
2.	FACILITY MANAGER	Use this link here to start sign up and select 'Facility Manager' as your role. Complete e-learning.	
3.	FACILITY MANAGER	Notify workforce at your site and send them sign up details, including the site's HPI-F code.	
4.	WORKFORCE	Sign up using this link here and complete e-learning. Please supply: <ul style="list-style-type: none"> • Health Practitioner Index Number (HPI) or Common Person Number (CPN)* • Registered Authority (The professional body you are registered with)* • NIR Username* (this ends in .nir) • CIR Username* (this ends in .cir) • The name of their health facility and its HPI-F identifier <i>*if you have one</i>	
5.	FACILITY MANAGER	Approves the vaccinator sign up –and grants them access to AIR at their site.	

ADDITIONAL SUPPORT

If you have any issues when working through the onboarding process, please contact the [AIR service desk](#). For further questions about how your district is onboarding please contact your [district lead](#). For any other questions of enquires relating to the AIR programme please contact air.engagement@health.govt.nz.

THE AIR ADMINISTRATOR PORTAL

The Aotearoa Immunisation Register (AIR) Administrator System is used by the AIR administrator workforce to manage the AIR. Functionality includes onboarding users, correcting user records and managing data errors.

New users who need to sign up to use the AIR administrator system must lodge a request with our [service desk](#) this request should come with [district lead](#) approval, or the district lead can make the request on behalf of.

Types of roles that use this application?

- Te Whatu Ora AIR Administrators

STEP	RESPONSIBILITY	ACTION	COMPLETE
1.	USER	<p>You will have received an email with your username and link to the system. Follow the instructions to complete the sign-up process.</p> <p><i>*If your email has a district or Te Whatu Ora suffix:</i> You will be able to use single sign-on (SSO) to complete the sign-up process and sign-in</p>	

N.B. Access to the AIR Admin will also give access to Power BI .

ADDITIONAL SUPPORT

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WHAIHUA | NbES

The Newborn Enrolment Service has been developed as a standalone solution which in the future can be adapted to support other aspects of enrolment. The Newborn Enrolment Service uses a system called Whaihua. Whaihua allows users to create and follow up on newborn nominations and allows them to support newborns to access immunisation services. ***Please note this is initially only available for role-mapped users, details on the post-cutover approach will be available shortly.***

Types of roles that use this application?

- Te Whatu Ora AIR Admin Administrators
- Te Whatu Ora Newborn Enrolment Co-Ordinators

STEP	RESPONSIBILITY	ACTION	COMPLETE
1.	USER	You will receive an email that will ask you to verify your email address. Follow the instructions.	
2.	USER	<p>You will receive a subsequent email to complete sign-up, by using single sign-on (SSO) or by My Health Account Workforce.</p> <p><i>*If your email has a district or Te Whatu Ora suffix:</i> Use SSO to complete the sign-up process and sign-in. You will need Microsoft Authenticator set up.</p> <p><i>*If your email does not have a district or Te Whatu Ora suffix:</i> Register with My Health Account Workforce to create a login and password. You will need proof of identity. To learn more about My Health Account Workforce – click here.</p>	

ADDITIONAL SUPPORT

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WHAIHUA | OIS

Outreach Immunisation Services (OIS) will have a new digital tool to support the co-ordination of Tier 2 Outreach Services, this system is called Whaihua. Whaihua will manage engagement with outreach referrals and allow users to initiate outreach services for a consumer, assign a provider to these services, connect with consumers and record outcomes of these cases. ***Please note this is initially only available for role-mapped users, details on the post-cutover approach will be available shortly.***

Types of roles that use this application?

- Te Whatu Ora OIS Co-ordinators
- Tier 2 OIS contracted providers

STEP	RESPONSIBILITY	ACTION	COMPLETE
1.	USER	You will receive an email that will ask you to verify your email address. Follow the instructions.	
2.	USER	<p>You will receive a subsequent email to complete sign-up, by using single sign-on (SSO) or by My Health Account Workforce.</p> <p><i>*If your email has a district or Te Whatu Ora suffix: Use SSO to complete the sign-up process and sign-in. You will need Microsoft Authenticator set up.</i></p> <p><i>*If your email does not have a district or Te Whatu Ora suffix: Register with My Health Account Workforce to create a login and password. You will need proof of identity.</i></p>	

N.B. Please only edit and change records in classroom when in training. Please be aware that the version of classroom you receive access to is not the release version until training day.

ADDITIONAL SUPPORT

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POWER BI

Power BI is a reporting platform used for operational reporting (identifiable data). Users can access Power BI directly or via the AIR Administrator System. Power BI can connect to and visualise any data from different sources and build interactive dashboards and business intelligence reports (that can be exported in both PDF or excel files). It can also seamlessly embed into applications you use every day i.e., the AIR Admin System.

Types of roles that use this application?

- Te Whatu Ora AIR Admin Administrators
- Te Whatu Ora Programme Leads
- Te Whatu Ora & PHO Data teams
- Immunisation Co-ordinators

STEP	RESPONSIBILITY	ACTION	COMPLETE
1.	USER	You will be signed up to Power BI and receive an automated email.	
2.	USER	<p>Complete sign-up, by using single sign-on (SSO) or a Microsoft guest account:</p> <p><i>*If your email has a district or Te Whatu Ora suffix:</i> Use SSO to complete the sign-up process and sign-in. You will need Microsoft Authenticator set up.</p> <p><i>*If your email does not have a district or Te Whatu Ora suffix:</i> Set up a Microsoft guest account to access the Te Whatu Ora directory for Power BI. Accept the invitation in the email from Avepoint. Set up Microsoft Authenticator.</p>	

ADDITIONAL SUPPORT

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CONFLUENCE

Confluence is a system to support training and ongoing support with the Aotearoa Immunisation Register. You will be granted access to the Immunisation Operational Support space that contains all the operating guides and business rules that are published for the AIR Administration System.

Please note this is for Te Whatu Ora AIR Administrators only.

STEP	RESPONSIBILITY	ACTION	COMPLETE
1.	USER	<i>*ONLY if your email does not have a district or Te Whatu Ora suffix:</i> We will set you up with a Microsoft guest account to access the Te Whatu Ora directory. You will need to accept the invitation in the email from Avepoint and set up Microsoft Authenticator.	
2.	USER	You will receive an email that welcomes you to Confluence and invites you to log in. Follow the instructions.	
3.	USER	You will have been added to the Immunisation Operational Support space. You will receive a subsequent email from the helpdesk team with a link inviting you to access this space. Follow the instructions.	

ADDITIONAL SUPPORT

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MICROSOFT TEAMS

A Microsoft Teams channel will be the primary form of communication between the AIR team and the AIR administration workforce. Users of the AIR teams channel need to be part of the Te Whatu Ora active directory, if you are not part of the active directory, you will require a guest account to be set up.

Please note this is for Te Whatu Ora AIR Administrators only.

STEP	RESPONSIBILITY	ACTION	COMPLETE
1.	USER	<i>*ONLY if your email does not have a district or Te Whatu Ora suffix:</i> We will set you up with a Microsoft guest account to access the Te Whatu Ora directory You will need to accept the invitation in the email from Avepoint and set up Microsoft Authenticator.	
2.	USER	You will receive an email that you have been added to the Te Whatu Ora Teams instance and then added to the AIR channel.	

N.B. You can switch between your regional/organisational instance of Teams and the Te Whatu Ora instance by clicking your name at the top right of your Teams window and selecting the instance of Teams you want to work in.

ADDITIONAL SUPPORT

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