

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

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 for assistance.


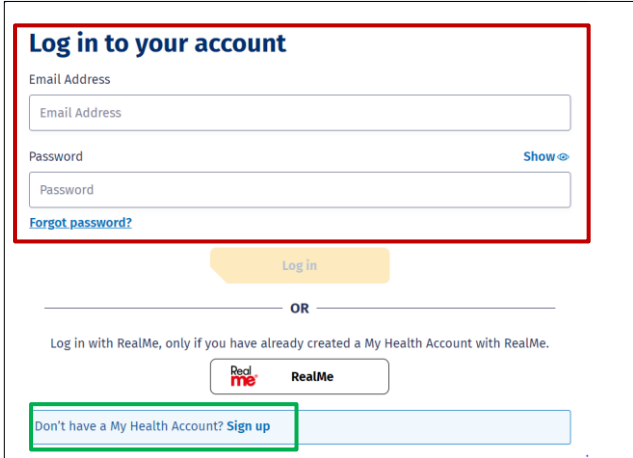
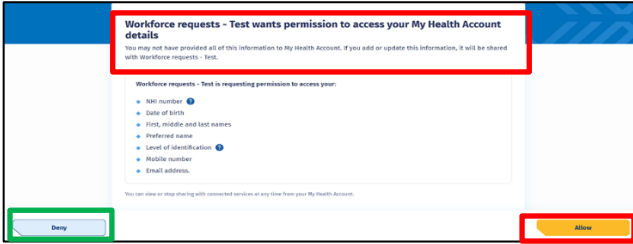
We recommend you use Google Chrome as your internet browser.


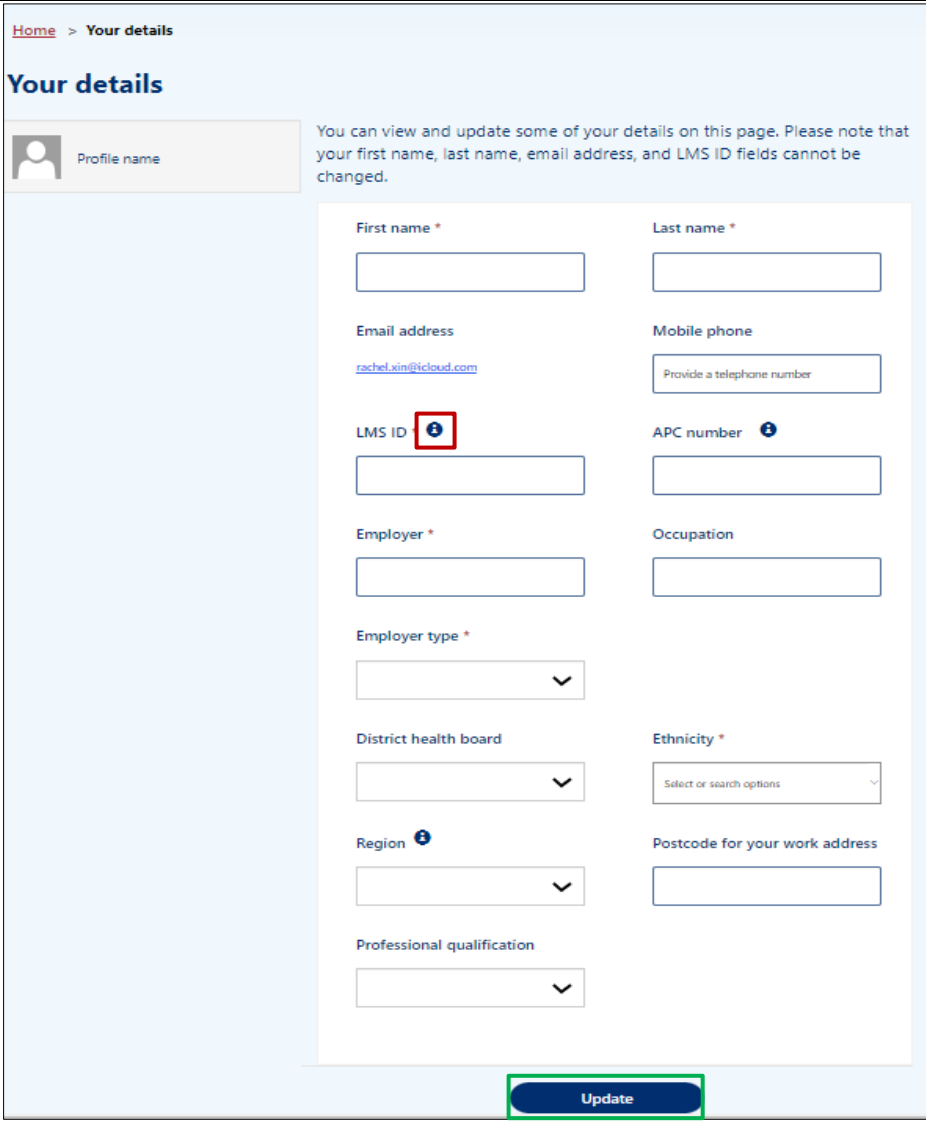
Process Overview

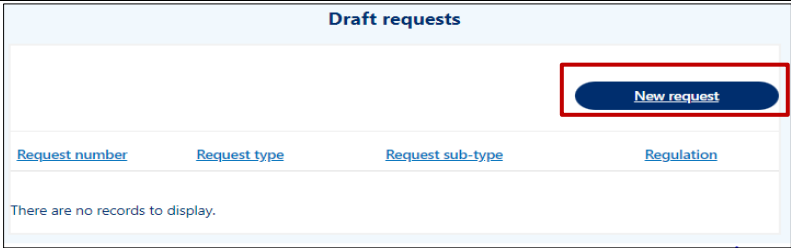
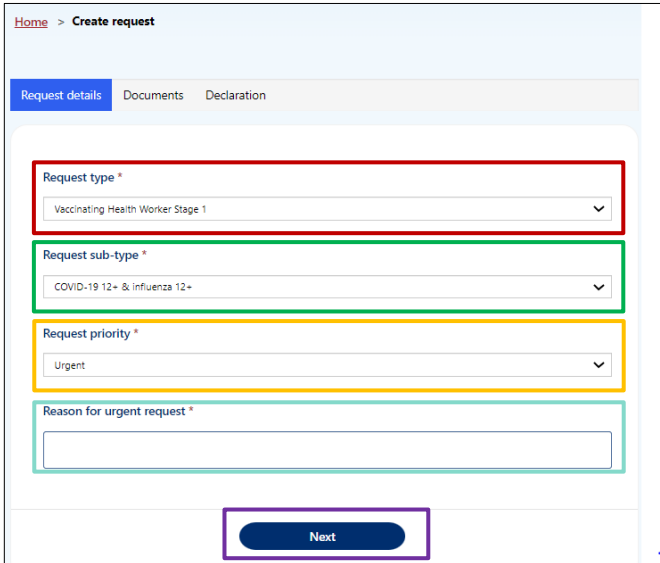
To request vaccinator authorisation request via Workforce Request Portal:

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

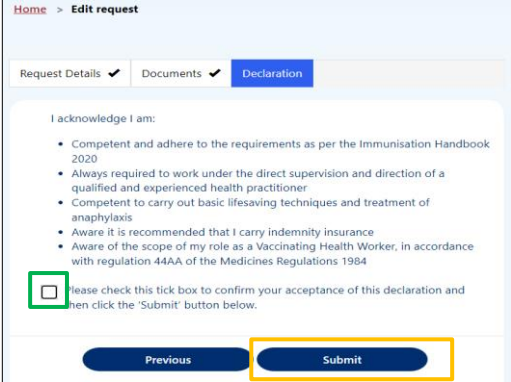
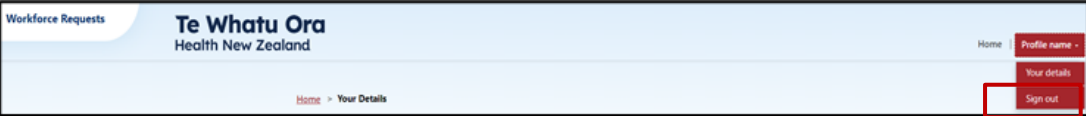
Step guide: How to create a Vaccinator Authorisation Request

Step Action	Step Detail	Screenshot
<p>Login for the first time</p>	<p>Go to <i>Workforce Requests portal</i> here and click on the Sign up or Login button.</p> <p>If you don't have an account, sign up for a new account by clicking the Sign up button at the bottom of the page.</p>	 
<p>Give consent to access My Health Account email address</p>	<p>The first time you log in with your My Health Account, click Allow in the permission seeking window to give consent to access My Health Account email address.</p> <p>Note: If you Deny 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>Set up a Personal Profile</p>	<p>Once you have logged in, you will be directed to the Your Details page to set up your profile.</p> <p>Follow the instructions on the screen and complete any missing information.</p> <p>You can hover over the  icon next to a given field and more information will pop up to help guide you through filling in the field.</p> <p>Click the Update button to finish your Workforce Requests Profile. Once your profile has been updated successfully, a pop-up message 'Your profile has been updated successfully' will appear.</p> <p>Notes:</p> <ul style="list-style-type: none"> Your email address will be auto-populated using the email address you used to log in with My Health Account. Your first name, last name, email address, and LMS ID fields cannot be changed once sign up is completed. Mandatory fields are marked with an asterisk *. You can select more than one option under Ethnicity. In the field Professional qualification, select the appropriate qualification from the dropdown list. If you select Other in the field, an additional field will pop up for you to type in your qualification. 	 <p>The screenshot shows the 'Your details' page with the following fields and their states:</p> <ul style="list-style-type: none"> Profile name: Placeholder text 'Profile name'. First name *: Text input field. Last name *: Text input field. Email address: Text input field with the value 'rachel.xin@icloud.com'. Mobile phone: Text input field with placeholder text 'Provide a telephone number'. LMS ID: Text input field with an info icon highlighted by a red box. APC number: Text input field with an info icon. Employer *: Text input field. Occupation: Text input field. Employer type *: Dropdown menu. District health board: Dropdown menu. Ethnicity *: Dropdown menu with 'Select or search options'. Region: Dropdown menu with an info icon. Postcode for your work address: Text input field. Professional qualification: Dropdown menu. Update button: A blue button at the bottom right, highlighted with a green box.

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

Step Action	Step Detail	Screenshot
<p>Provide Supporting Documents</p>	<p>You will be taken to the Documents 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 Upload file button next to the relevant document.</p> <p>On each file upload, the document details will be requested. Please provide the Date issued, Issued by organisation and Expiry date. Click on Choose files to upload the file. Once the file has been uploaded then click on the Submit button.</p> <p>Once you have uploaded all the evidence you can click on Next</p> <p>Note: You can save the request as a draft by clicking on the Save as a draft button and return later to continue</p> <p>Note: 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;">Screenshot</p> <p>The screenshot displays the 'Create request' interface. It features a navigation bar with 'Home' and 'Create request'. Below is a 'Request details' section with a table showing request information. A 'Documents' section lists three document types, each with an 'Upload file' button. At the bottom, there are 'Previous', 'Save as a draft', and 'Next' buttons. A second screenshot shows a form for 'Request sub-type' and 'Document type' with input fields for 'Date issued', 'Issued by organisation', and 'Expiry date'. A 'Choose Files' button is highlighted in green, and a 'Submit' button is highlighted in blue.</p>

Step Action	Step Detail	Screenshot
Complete Declaration	After all the relevant documents have been uploaded, you will be prompted to read and confirm the Declaration . Tick the Declaration box then click Submit 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>
Log out	To log out of the Workforce Request Portal, click your Name in the top right corner of the screen and select Sign out .	 <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

Step Action	Step Detail	Screenshot						
<p>Query your submitted requests</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 New message button on the right corner under the New messages section.</p> <p>A new message screen will be displayed. Fill in the Subject (this is a compulsory field), the Priority of your message (select from the dropdown arrow on the right of the field) and then enter your message details in the Description text box.</p> <p>Once you have finished typing your message, click the Submit button to send your message.</p> <p>Once the message submitted, it will appear in the Message history section.</p> <p>Note:</p> <ul style="list-style-type: none"> You message will go through to an Administrator for action. You will be notified via email to review the portal message once you receive response. 	<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. Below the form is a 'Message history' table with the following data:</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Posted on</th> <th>Posted by</th> </tr> </thead> <tbody> <tr> <td>Follow up</td> <td>16/06/2022 1:40 PM</td> <td>SYSTEM</td> </tr> </tbody> </table>	Subject	Posted on	Posted by	Follow up	16/06/2022 1:40 PM	SYSTEM
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