



## What is the NSW Health Vaccination Portal?

The NSW Health Vaccination Portal is where you can book your COVID-19 vaccination appointment at Qudos Bank Arena Vaccination Centre.

### Important information

NSW Health has implemented additional measures to ensure that only eligible Year 12 school students are able to make vaccination appointments at this dedicated clinic. It is important that these instructions are followed to ensure that you can make an appointment.

## What information you'll need to create account and book

### When creating an account you will need:

1. **Current mobile number and email address** – these will be used to send you appointment confirmation details and reminders. You can use either your school/education and or personal email address.
2. **Verification code** – this 6-digit, one-time code will be sent to you by SMS and email. You'll need this to verify your account via a two-step authentication process anytime you log-in to the portal.
3. **Personal information** – including your Medicare card number, IRN (the single digit beside your name) and expiry date, plus details of any previous vaccinations (including type and date it was administered).

### When booking an appointment, you will also need:

4. **Booking code** – this 8-character, single-use code will be sent to you by SMS. This code allows you to book an appointment within seven days. (It expires after you've booked that appointment and or after seven days.) This code is linked to the mobile number you used (above) to create your account.

It is recommended that you complete your booking on a computer or laptop rather than on a mobile.

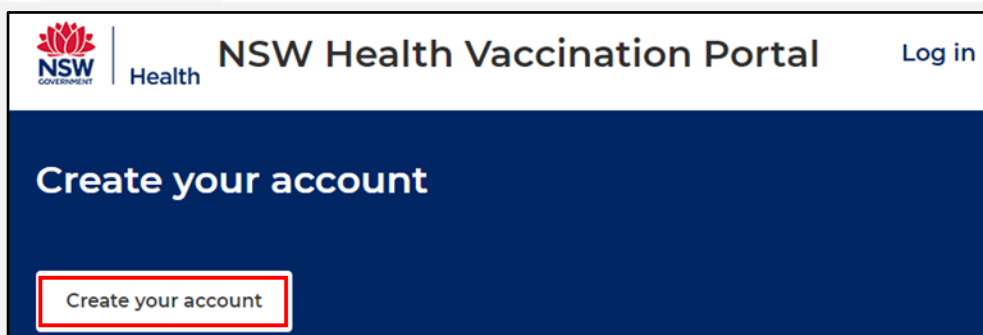
## Book your COVID-19 vaccination appointment

### Part 1 - Create your account in the portal and verify your details

1. Visit <https://nswhvam.health.nsw.gov.au/vam> to create an account and verify your details.

2. From the NSW Health Vaccination Portal home page, click **Create your account**.

*The Create your account form displays.*



3. Complete the **Create your account** form.

It is critical that **you register a mobile phone number** to receive the unique booking code that will allow you to book your appointments.

4. Confirm that you have read the **use and disclosure of information** statement.

5. Click **Submit**.

*Your request to create an account has been submitted and an email will be sent to the email address you provided to verify your account.*

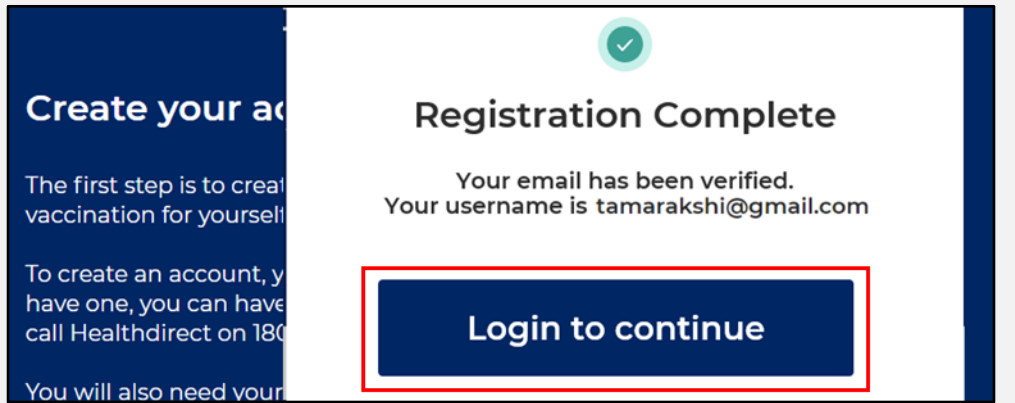
6. Find and open the verification email sent to your inbox and click the **Verify email** link.

*On the portal, a confirmation message will display that the registration is complete.*

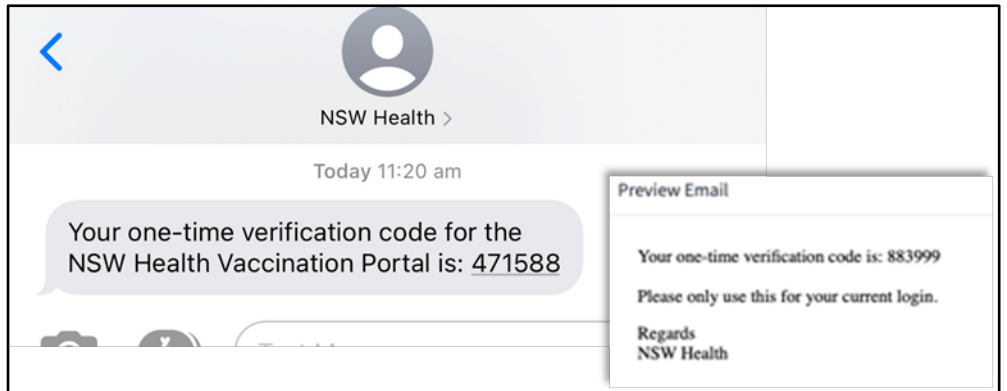
## Part 2 – Log in to the portal and complete the two-step authentication process

7. Click **Login to continue**.
8. Enter your **user name** (email address) and **password** and complete the login process.

*A Two-step Authentication screen will display.*

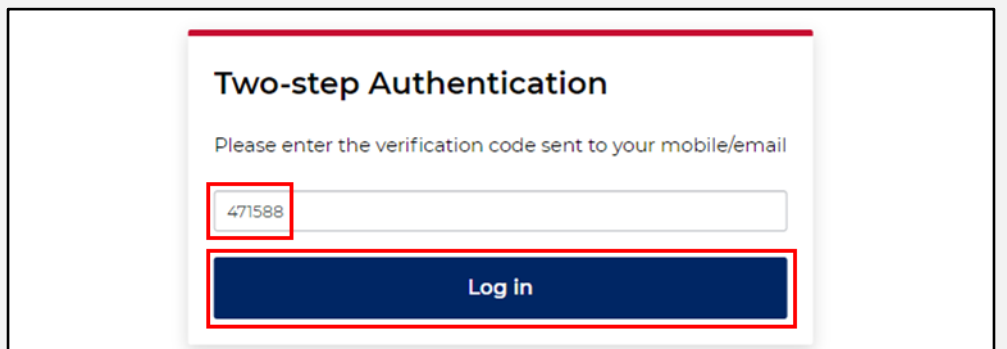


9. Return to your inbox and find the email which contains the 6-digit one-time verification code (you will also be sent this in an SMS) and enter it in the Two-step Authentication screen on the portal.



10. Enter the **verification code** and then click **Log in**.

*The NSW Health Vaccination Portal home page displays.*



## Part 3 – Enter your personal information

11. Click **Enter personal info**.

*The Enter your personal information form displays.*

### Next step: Enter your personal info

Your age and other factors help us determine the scheduling of your vaccination.

Enter personal info

12. Complete the **Enter your personal information** form.

Home > Enter your personal information

Enter your personal information

This information is required and helps us determine the scheduling of your vaccination.

**Details**

\*Gender: Female

\*Indigenous status: Neither Aboriginal nor Torres Strait Islander origin

\*Date of birth (e.g. 31-01-2021): 04-09-1981

\*Country of birth: Australia

13. Enter your **address** in the **Enter address here** field. As you start typing this will bring up matching addresses and you can select the correct address from the results displayed in the list.

*This populates the address fields.*

14. If your address doesn't appear in the list, clear the search and select the **I want to enter manually** checkbox to complete the address fields manually.

**Residential Address**

Enter address here:

680 George

680 GEORGE ST, SOUTH WINDSOR, NSW, 2756

680 GEORGEFF RD, CRAMPHORNE, WA, 6420

WORLD SQUARE 680 GEORGE ST, SYDNEY, NSW, 2000

Street

I want to enter manually

\*Street: 680 George Street

\*Suburb/Town: Ashfield

\*State: New South Wales

\*Postcode


\*Country

15. Complete the **Medicare details** section. If you have a Medicare card, please provide your **card number, IRN** (Individual Reference Number) and card **expiry date**.

**Medicare details**

\*Residence status  
Eligible Australian Resident

\*Do you have a Medicare card  
 No  Yes



\*Medicare card number (10 digits, no space)  
4951307071

\*Medicare IRN (1 digit)  
1

\*Medicare expiry date (MM/YYYY)  
12/2024

16. Complete the **Vaccination history** section. If you have previously received a dose of the COVID-19 vaccine, you will also need to provide the vaccine type and the date the first dose was administered. This information is used to determine the date options presented to you when booking your second dose.

**Vaccination history**

\*Have you previously received a dose of COVID-19 vaccine?  
Yes

\*Which vaccine have you already received?  
-- None --

\*When was the first dose administered?  
[Calendar icon]

17. Complete the **Work situation, Other details** and **Emergency contact details** sections, and then click **Submit**.

*A confirmation displays that you can now book your vaccination appointments.*

**Emergency contact details**

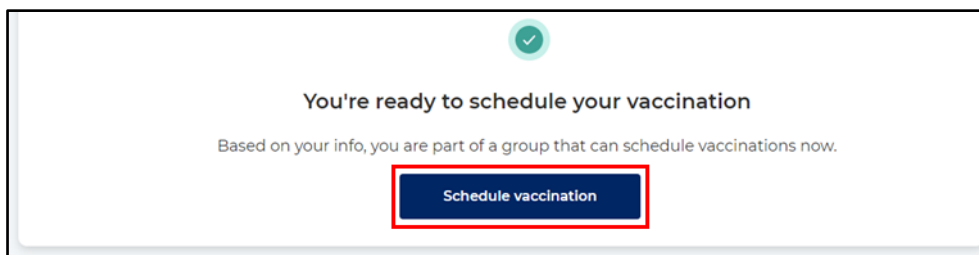
First name: Shirley  
Last name: Shi  
Contact number: 04-  
Email: shirleykshi@gmail.com

**Submit**

## Part 4 – Booking code

Once you reach the **You're ready to schedule your vaccination** screen (see below) you will need to wait for a **unique 8-character booking code**, which will be sent to your nominated mobile phone number via SMS, before proceeding to schedule your vaccination. **Unique booking codes are typically dispatched within 2 hours but may take up one business day to arrive.**

**Please do not call the helpline to request the unique booking code until 24 hours has passed. The helpline will not be able to generate the unique code for you.**

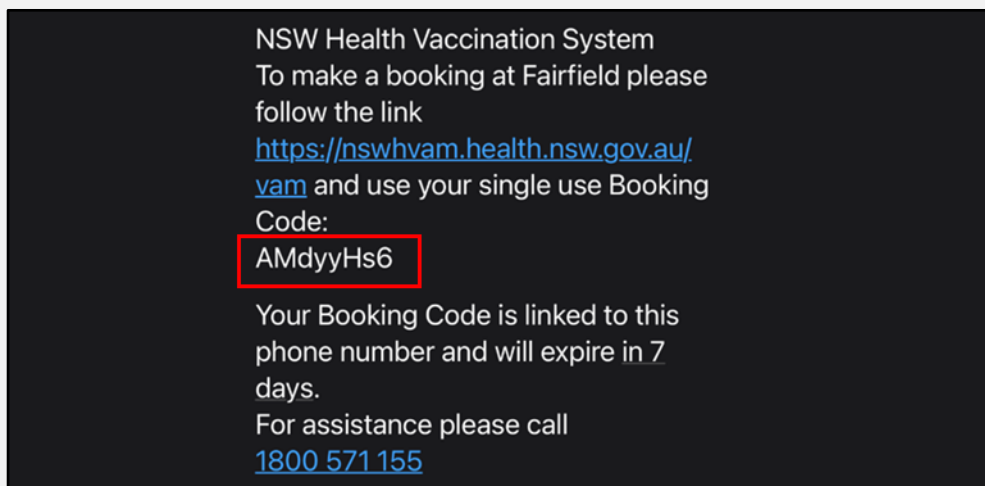


**Important: Please pause at this step until you have received the unique 8-character booking code SMS.**

## Part 5 – Receive your unique booking code.

**18.** You will receive your **unique booking code** via SMS. You will need this code to book your appointments.

Appointments must be booked within 7 days of receiving the booking code as it will expire.



## Part 6 - Log in to the portal and schedule your appointments

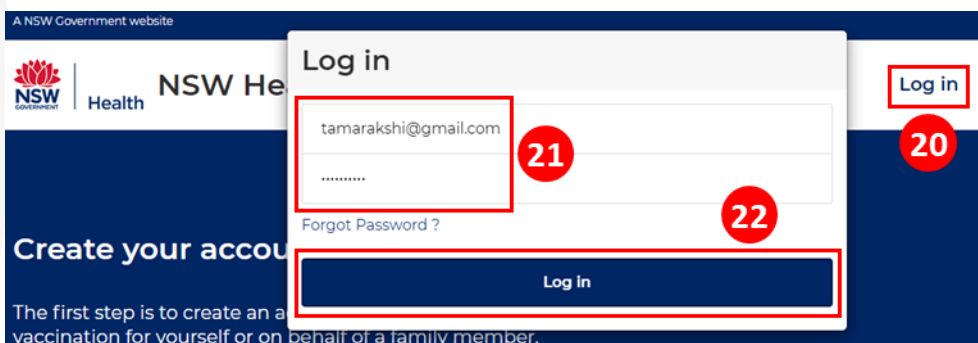
**19.** Return to <https://nswhvam.health.nsw.gov.au/vam>.

**20.** Click **Log in**.

*The Log in window displays.*

**21.** Enter your **user name** (email address) and **password**.

**22.** Click **Log in**.

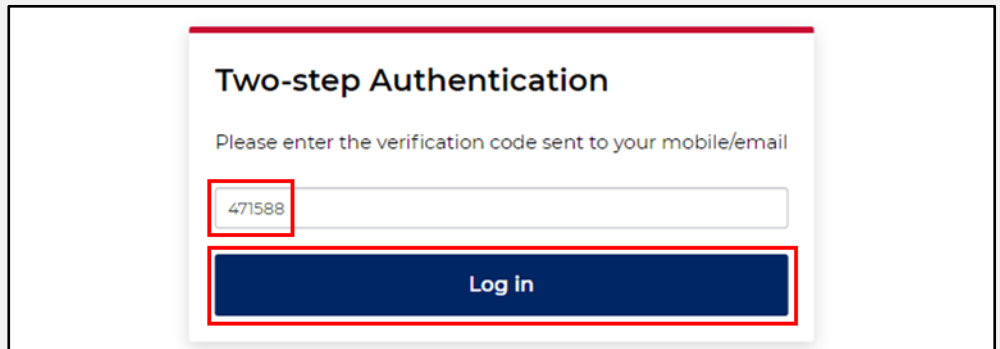


A *Two-step Authentication screen will again display.*

23. Return to your inbox and find the email which contains the latest 6-digit one-time verification code (you will also be sent this in an SMS) and enter it in the Two-step Authentication screen on the portal.

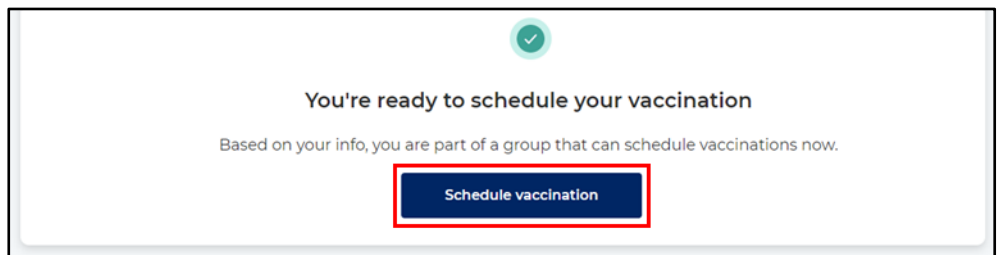
24. Enter the 6-digit **verification code** and then click **Log in**.

*The NSW Health Vaccination Portal home page displays.*



25. Click **Schedule vaccination**.

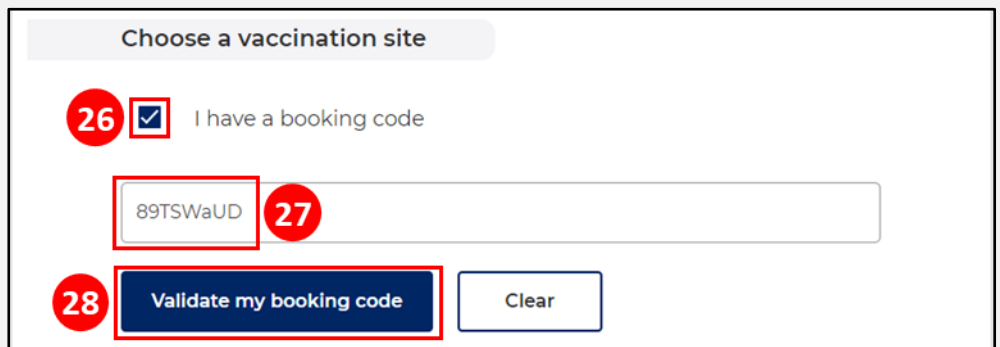
*The Schedule your vaccination form displays.*



26. When prompted to choose a vaccination site select the **I have a booking code** checkbox.

27. Enter your **unique 8-character booking code** that you received via SMS (part 5 / step 18). Please note this code is case sensitive.

28. Click **Validate my booking code** to verify the code. Booking codes can only be used once.



29. The system then validates the booking code. If the code is valid, a message displays that Qudos Bank Arena is selected.

30. From the calendar select a) a **date** that suits for the first dose, b) followed by an **appointment time** from the options available.

**Note:** if you have already received the first dose of the vaccine, you will only have to book an appointment for the second dose.

31. Select a suitable **date** and **time** for the second dose appointment.

The date range available for the second dose is a set number of days apart from the first dose (six weeks).



**32.** The **Vaccine Screening and Consent** section allows you to tell us about any medical conditions before you attend a clinic so that a Clinic Medical Eligibility Reviewer can ensure the vaccination is safe for you.

**Pfizer Screening and Consent**

Medical Information and Consent for COVID-19 Pfizer (Comirnaty) Vaccine

\*Are you feeling unwell today, for example, do you have any respiratory symptoms, fever or other symptom of COVID-19?  
 No  Yes

\*Do you have any severe allergies, particularly anaphylaxis (to anything including Polyethylene glycol)?  
 No  Yes

\*Do you carry or have any medical conditions?  
 No  Yes

\*Have you had a recent COVID-19 infection?  
 No  Yes

\*Do you have a bleeding disorder?  
 No  Yes

\*Do you have a history of thrombosis (CVST) or blood clots?  
 No  Yes

\*Do you have a history of HIT (Heparin Induced Thrombocytopenia)?  
 No  Yes  
HIT is a complication of heparin treatment

\*Have you ever received another COVID-19 vaccine?  
 No  Yes

\*Have you received any other vaccine in last 14 days?  
 No  Yes

\*Are you pregnant?  
 No  Yes  Not Applicable

\*I have a pre-existing medical condition not mentioned above and I would like to speak to a health professional for more detailed advice.  
 No  Yes

Please list any medical conditions

Please list current prescription medication

Please list any allergies

Name of doctor you have consulted with

Your medical concerns or questions

**33.** Indicate if you **consent** to receiving the vaccine.

**34.** Click **Submit**.

\*I consent to receive a course of the COVID-19 Pfizer vaccine that includes two doses separated by 21 days

**33**

**34**

**35.** A confirmation page displays with your appointment details. You will also receive this information in an email, which includes a QR for check in. You will need to bring this with you to your vaccination appointments.

Hello Clinton Student,

Your COVID-19 Vaccination appointment has been CONFIRMED for First dose of Pfizer of Covid 19 Vaccination for Clinton Student

Location:	Qudos Bank Arena Pfizer Monday
Address:	19 Edwin Flack Ave
Date:	09-08-2021
Time:	08:00:00
Confirmation code:	DWIE118EU1

Show this QR code when you check in at the vaccination site.



 **Important Information**

For help with the booking process call **1800 57 11 55**