



## Registration Platform

# FREQUENTLY ASKED QUESTIONS

VERSION: 11 APRIL 2021

### 1. What is the purpose of the un system-wide COVID-19 vaccination programme registration platform?

The Registration Platform provides a one-stop solution for the UN System-wide COVID-19 Vaccination Programme to review eligibility, schedule COVID-19 vaccinations and administer them. Vaccination within the framework of the UN System-wide COVID-19 Vaccination Programme is not possible without being registered in the Registration Platform.

### 2. How do I access the registration platform?

There are two ways in which you can register on the Registration Platform:

- If your data was preloaded by your sponsoring organization, you will receive an independent link by email to review your information and complete your registration; or
- You will be notified by the Local Vaccination Deployment Team/ Coordinator when self-registration is open for your country/duty station & a link will be provided to you.

### 3. How will I know that my registration was successful?

After you fill out all the required fields in the registration pages and save your data, your screen will display the message **“Your profile was successfully created”** as shown below. This confirms that your registration is now complete.

The screenshot displays the user interface of the Registration Platform. At the top, there is a header with the COVID-19 RESPONSE VACCINES logo on the left and the text 'UN System-wide COVID-19 Vaccination Programme' on the right. Below the header, a dark navigation bar shows 'Welcome therezanicolini' and a 'Logout' link. A blue button labeled '? Help & Answers' is visible. The main content area features a green message box with the text 'Your profile was successfully created.' highlighted by a red rectangle. Below this, a 'My Profile' card is shown with an 'Edit' link. The profile details are as follows:

Username:	therezanicolini
First Name:	Thereza
Last Name:	Nicolini
Registration Email:	therezagillies@gmail.com
Time Zone:	America/Cayman



## ELIGIBILITY

### 4. Am I eligible to get vaccinated under the UN system-wide COVID-19 vaccination programme?

For more information regarding the eligibility, please refer to the [UN System-Wide COVID-19 Vaccination Programme Eligibility document](#).

To read more about how the vaccine doses are being prioritised, see:

- [UN System-Wide Covid-19 Vaccination Programme Occupational Risk Groups Prioritization](#)
- [UN Medical Directors - UN System-Wide Covid-19 Vaccine Programme - Country Prioritization Model](#)

### 5. Can any UN staff member/ dependent who wants to be vaccinated register using this platform?

Vaccination appointments will only be scheduled for individuals that meet the eligibility criteria referred to in Q4 above and ONLY in countries where the programme is being rolled-out. [This means that if vaccines have not yet arrived at your duty station], you will not be able to register. Local Vaccine Deployment Coordinators in each duty station will share the link to the Registration Platform when the registration for that specific duty station opens.

### 6. Will UN dependents be able to register through this platform?

Yes. UN personnel will be informed when registration opens in different duty stations and they will be able to initiate the registration of their eligible dependents. More information will be shared directly with eligible registrants.

More information:

- [UN System-Wide Covid-19 Vaccination Programme Occupational Risk Groups Prioritization](#)
- [UN Medical Directors - UN System-Wide Covid-19 Vaccine Programme for UN Personnel - Country Prioritization Model](#)

## PRIVACY

### 7. If I register and get a vaccination, where will my information go? Will it be kept safe?

Your personal and health care information will be kept confidential and will not be shared beyond the UN personnel responsible for managing the UN System-wide COVID-19 Vaccination Programme. Personal identifying information such as your name, contact information and address will be treated as confidential. Your medical data will be treated as confidential medical records and will be accessed by medical personnel only. The data will be hosted by a third-party contractor, engaged by the United Nations, and is required under its contractual obligations to maintain the data as confidential.

## TROUBLESHOOTING

### 8. I forgot my username and/or my password. What do I do?

Please click on “Forgot Username” and/or “Forgot Password” in the login page of the Registration Platform to retrieve your credentials.



## Sign in to your account

Username

Please enter your username

Password

Please enter your password

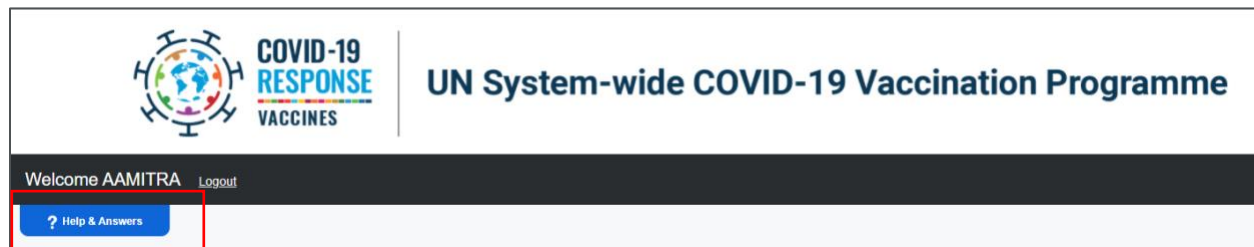
[Forgot Username or Forgot Password](#)

**9. I was in the process of completing my registration but was unable to finalize it. What happens to my profile?**

Your profile information will be saved and stored in the Registration Platform at the completion of each separate step of the registration process. During the registration, you will be asked to click the “Save & Continue” icon at each step. This ensures that your details are saved. You may log back into your account at any time using your credentials to continue completing your profile from where you left off.

**10. How can I get help if I have difficulties navigating the registration platform?**

Please click the “? Help & Answers” link in the top-right corner for support. See below.



**SCHEDULING**

**11. How will I know when I have been scheduled to receive the vaccination?**

The local UN System-wide COVID-19 Vaccination Programme clinic / vaccine scheduler will set up your appointment based on vaccine availability. You will receive a notification by text and/or email with the appointed date and time. The options to accept or decline the appointment are depicted below:

**Informed Consent**

*I have been provided with the information about the COVID-19 vaccination available here. I understand that if my vaccine requires two doses, I will need to be given two doses of this vaccine in order for it to be effective.*

*I request and consent that the COVID-19 vaccination be given to me by United Nations authorized personnel, agents or contractors.*

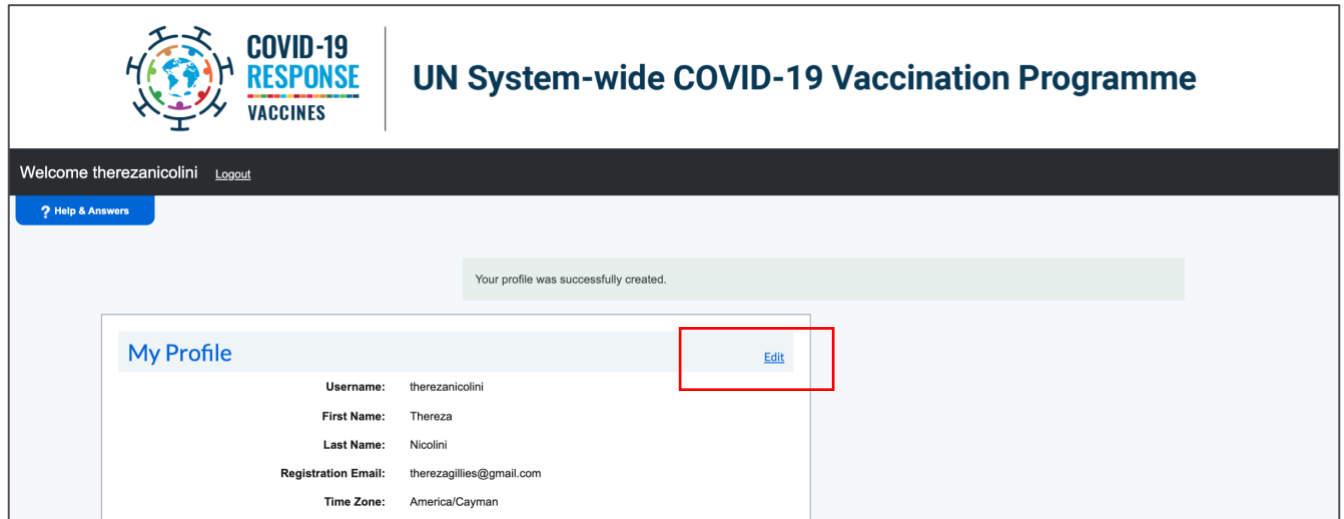
*I reaffirm my consent to the collection and disclosure of the relevant information, including health information, in relation to the vaccination, which shall be used exclusively to administer the vaccination to me, provide other medical care as may be necessary, and/or for the administration of the United Nations System-Wide COVID-19 Vaccination Programme.*

1. [I provide my informed consent and confirm the appointment date, time and location set forth above](#)
2. [As the parent or legal guardian of the vaccine recipient, I provide informed consent on behalf of the vaccine recipient and confirm the appointment date, time and location set forth above.](#)
3. [I am unavailable for the appointment offered and request to be offered an alternative appointment](#)
4. [I am no longer interested in receiving the vaccine under the UN System-Wide COVID-19 Vaccination Programme.](#)



## 12. How do I update my profile?

You can update your profile by logging into the Registration Platform and clicking on the ‘Edit’ link in your Profile page as show below. Please remember to save your changes!



- For More information about the UN System-wide COVID-19 Vaccination Programme, go to: <https://www.un.org/en/coronavirus/vaccination>
- See the Frequently Asked Questions & Answers: [https://www.un.org/sites/un2.un.org/files/coronavirus\\_vaccinefaq.pdf](https://www.un.org/sites/un2.un.org/files/coronavirus_vaccinefaq.pdf)
- See the Fact Sheet: [https://www.un.org/sites/un2.un.org/files/fact\\_sheet\\_-\\_covid-19\\_vaccination\\_programme\\_for\\_un\\_personnel.pdf](https://www.un.org/sites/un2.un.org/files/fact_sheet_-_covid-19_vaccination_programme_for_un_personnel.pdf)