



**COVID-19
RESPONSE
VACCINES**

UN SYSTEM-WIDE COVID-19 VACCINATION USER GUIDE FOR VACCINE REGISTRATION

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PURPOSE OF THIS DOCUMENT

This document outlines the steps to register for the UN System-Wide COVID-19 Vaccination Platform that will be used to administer vaccines locally by your UN entity and/or affiliate.

There are two methods of registration:

- Self-Registration from scratch
- Registration following the pre-load of data.

STEPS TO SELF-REGISTER

STEP 1:

Navigate to <https://member.everbridge.net/853912512888844/login>

Review all the relevant information on the page carefully.

STEP 2:

Click on the “Sign-Up Here” link at the bottom of the landing page:

1. Request for Vaccination

By proceeding with registration below, you acknowledge, on your behalf or as parent or legal guardian of the vaccine recipient, that you request that the COVID-19 vaccination be administered by United Nations authorized personnel, agents or contractors, and that you understand that if the vaccine requires two doses, a second dose of the vaccine will be required in order for it to be effective. You further acknowledge, on your behalf or as parent or legal guardian of the vaccine recipient, that, prior to vaccination, you will be provided with information about the specific type of vaccine to be administered and that you will be required to provide your informed consent to vaccination.

2. Notice and Consent on collection and use of personal information

This eligibility screening, registration and health management tool (“Vaccination Platform”), and the information provided herein will be used for the following purposes with respect to the UN System-wide COVID-19 Vaccination Programme: to determine eligibility for vaccination, to schedule appointments, and to record relevant information, including health information entered by you or with respect to you, your minor child or person under your legal care, in connection with the UN System-wide COVID-19 Vaccination Programme. Your submission of information through this Vaccination Platform constitutes your consent to the collection and disclosure of such information for the purpose of administering the vaccination to you, your minor child or person under your legal care, providing other medical care as may be necessary, and/or for the administration of the United Nations System-wide COVID-19 Vaccination Programme.

3. General Release from Liability

As a condition to vaccination, all persons, on their own behalf or in their capacity as parent or legal guardian of the vaccine recipient, are required to agree to the terms of the following General Release from Liability, with the exception of staff members of the UN Secretariat, staff members of any United Nations funds or programmes that are covered under Appendix D to the UN Staff Regulations and Rules, or United Nations military and police personnel who are covered under the United Nations uniformed personnel death and disability scheme.

General Release from Liability

I hereby recognize that the administration of the COVID-19 Vaccine to me, my minor child or other person under my legal care (the “vaccine recipient”), by the United Nations, its authorized personnel, agents or contractors (hereafter “COVID-19 Administrator”) (hereafter the “Services”), as well as all related medical care (if any) that may be provided to the vaccine recipient by the United Nations and/or any COVID-19 Administrator is solely for the vaccine recipient’s own convenience and benefit, and may take place in areas or under conditions of special risk. In consideration of receiving such Services and related medical care, I hereby:

- Assume all risks and liabilities in connection with the provision of such Services and related medical care;
- Recognize that neither the United Nations, nor any of its officials, personnel, agents or contractors is liable for any loss, damage, injury or death that may be sustained by the vaccine recipient during or as a result of the provision of such Services and related medical care;
- Agree, for the vaccine recipient, as well as for the vaccine recipient’s dependents, heirs and estate, to hold harmless the United Nations, its officials, personnel, agents and contractors from any claim or action on account of any such loss, damage, injury or death; and
- Agree, for the vaccine recipient, as well as for the vaccine recipient’s dependents, heirs and estate, that in the event that the vaccine recipient sustains any loss, damage, injury or death during or as a result of the provision of the Services or any related medical care for which the United Nations, its officials, personnel, agents or contractors otherwise may be found to be liable, such liability, if any, shall be subject to the terms of paragraphs 8 and 9 of General Assembly resolution 52/247 of 17 July 1998, whether or not the medical care is provided in the context of peacekeeping operations and whether or not such terms are otherwise directly applicable by virtue of that resolution.

If, as part of the registration, you, on your behalf or as parent or legal guardian, do not agree to the above General Release from Liability, you, your minor child or person under your legal care will not be able to receive a vaccine under the UN System-Wide COVID-19 Vaccination Programme.

By clicking on the “Sign-Up Here” button below and continuing with the registration for the UN System-wide COVID-19 Vaccination Programme, you confirm that you have read and understood the foregoing information and agree to the above terms and conditions.

→ To Register: [Sign-Up Here](#)

You will be directed to the ‘Sign up’ page.



STEP 3:

Fill out all the mandatory fields marked with a red asterisk (*) to create your account. Note that your local carrier charges may apply when using SMS, therefore it is recommended to provide an email address for primary messaging.

Click on 'I accept the Terms of Use'.

Click on the 'Create Account' icon:

Sign Up

Create Your Account

All fields marked with * are required.

*First Name *Last Name

First Name Please fill out this field. Last Name is required.

*Username

Username must be a minimum of 4 acceptable characters. Acceptable characters are: uppercase and lowercase letters, numbers, period, dash (-), underscore (_), and an apostrophe ('). No other characters or symbols are permitted at this time.

*Password Show

Password must be at least 12 characters long and contain at least one uppercase letter, one lowercase letter, one number and one special character: (@ # \$ % ^ & *)

Security Question

What is the city or town of your birth?

*Answer

Contact Information

Complete at least 1

Email Address

Primary SMS

Country / Region Primary SMS Number

Info: By submitting, you agree to receive text messages from Everbridge on the alerts you specify. Message frequency may vary. Message and data rates may apply. Reply HELP for help, STOP to opt-out.

I accept the Terms of Use

STEP 4:

You will be then prompted to the 'Complete Profile' page. Note that you must complete all registration pages to receive accurate notifications. Those pages are: Profile, Information, Review.

- a. Profile: Complete all the mandatory fields (marked with *) and the 'Contact Information'. Click on "Save & Continue" icon. Note that your local carrier charges may apply when using SMS, therefore it is recommended to provide an email address for primary messaging.

Complete Profile

Profile Information

Profile Information will help us customize the notifications we deliver to you. All fields marked with * are required.

*First Name Middle Initial

*Last Name Suffix

Registration Email

Time Zone

Contact Information

Complete at least 1

Primary Email

Primary SMS

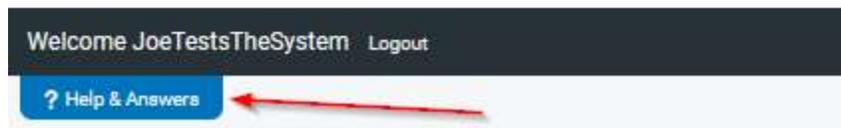
Country / Region Primary SMS Number

Info: By submitting, you agree to receive text messages from Everbridge on the alerts you specify. Message frequency may vary. Message and data rates may apply. Reply HELP for help, STOP to opt-out.



b. Information: Complete all the required fields (*) by selecting the appropriate answers from the drop-down menus or providing your personal details where required (i.e. date of birth). Click the “Save & Continue” icon.

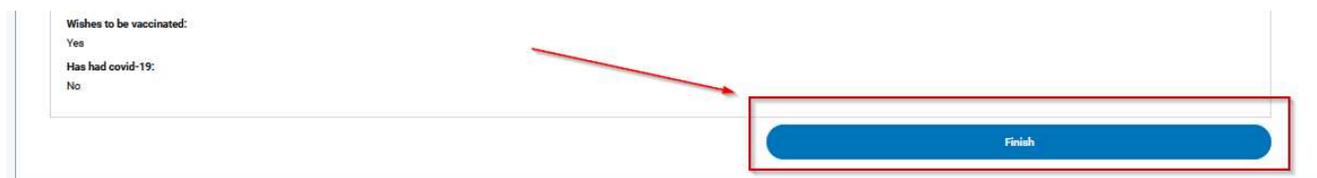
For additional information, click on the “? Help & Answers” link in the top-right corner.



c. Review: Please review your information for correctness and completion. You will be able to edit any fields by clicking on the ‘Edit’ button on the top corner of each tab:



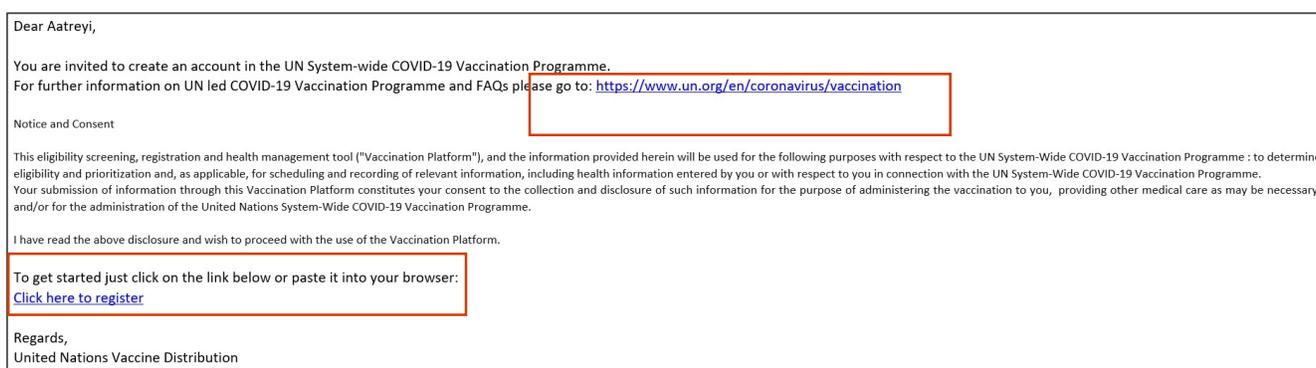
Once you have reviewed all your data, click on the “Finish” icon.



You have successfully completed your registration.

REGISTERING FOLLOWING THE PRE-LOAD OF DATA

- In this case you will receive an email notification from the platform inviting you to sign up, as shown below. Click on the link to register.



- In the platform, you will find that some of your data may be prefilled. Please follow the steps 3 - 4 above to review and edit the different sections as required.

Note: Please register directly after receiving the email as this will ensure you will be considered for vaccination. After 30 days the registration is closed, and this would require manual intervention to reinstate your ability to register. This could cause significant delays in vaccination.

Note: If your dependents were pre-populated using the same email address of the main staff member, please change either email address or phone number of the dependent. Changing the email address or phone number will allow the system to create a differentiation between the users.

WHAT HAPPENS NOW?

- Make sure you take note/ remember your account credentials for future logins.
- Log out of your account.
- Your UN entity or affiliate will contact you after the eligibility verification for the next steps for the vaccination.

ADDITIONAL RESOURCES

- To read about the eligibility of different groups of individuals, please refer to the [UN COVID-19 Vaccine Eligibility](#) document;
- For more information, please refer to the official website <https://www.un.org/en/coronavirus/vaccination>