# How to sign up with AIR

This guide will help you to sign up with AIR and ensure you are able to claim vaccination events provided in the community.

## Step by Step

Before you begin, please ensure you have the following identifiers to complete your registration:

- Your **CPN** or **HPI number** – found on your APC on the Midwifery Council website
- The name of your registered authority, ie. **Midwifery Council**

Please note that having these identifiers is necessary to complete your registration.

If you require help with the sign-up process, please call our team on 03 377 2485 option 3 or call AIR on 0800 855 066 (press 2 and then 1)

Secondly, accessing the AIR Vaccinator Portal may require two-factor authentication (2FA). You may be prompted to set up the Salesforce Authenticator during the sign-up process for AIR or when you login for the first time.

For a step-by-step guide – click here or simply follow these prompts.

- From your mobile phone app store (Apple App or Google Play Store), search for the Salesforce Authenticator
- Download the application and install on your phone
- When prompted, enter your mobile phone number and tap 'Send' – Authenticator sends you a text
- Tap the link – you will be prompted to enter a passcode (4-digits or similar)
- Log in to the Vaccinator Portal (when you log in for the first time, Salesforce displays the multi-factor authentication screen)
- Click 'Get Started' – the Verify your Identity screen is displayed
- You are sent an email with a verification code – enter the code and click 'Verify'
- From the Connect Salesforce Authenticator – tap 'Add an Account' – this will display a unique two-word phrase. Enter the two-word phrase in the AIR Vaccination Portal
- Click 'Connect' – you are prompted to confirm the connection on your mobile.
- In the Salesforce Authenticator app on your mobile, tap 'Connect' – your login is complete, and the Vaccinator Portal Home Page is displayed

Go to Aotearoa Immunisation Register – choose **Sign up with your email address**.

**Note:** You can choose to sign up to AIR using your **My Health Account** providing that it is enabled with **RealMe** and has your identifier (CPN) linked to it.

**Te Whatu Ora**
Health New Zealand

## Sign up to the Aotearoa Immunisation Register

✉ Please check your email for username details and instructions on how to verify your account.

You will receive an email from AIR (verification required) – click on the link within the email.

Kia ora!

Thank you for providing your email. Please complete your sign up and identity verification check for the Aotearoa Immunisation Register (AIR). To gain access you will need to complete the following steps:

- Agree to the AIR terms and conditions

- Provide information to verify your identity (see below the information you will need to supply)

- Provide details about the facility and role you are requesting access for

- Choose a unique password for your account

**Before you begin please ensure you have the following information at hand when completing your registration.**

- Your CPN or HPI number (if you are health professional) - This can be found by searching for yourself on the pharmacy council website (https://pharmacycouncil.org.nz/search-register/)

- Your CIR Username (if you have one)

- Your Immunisenow Username (if you have one)

- Your Registered Authority (The professional body you are registered with, if you are a health professional)

- The name of your health facility and it's HPI-F identifier – If you are unsure of your health facilities' HPI-F identifier this can be found on the Ministry of Health website here (Facility code table | Ministry of Health NZ)

Press **Next**



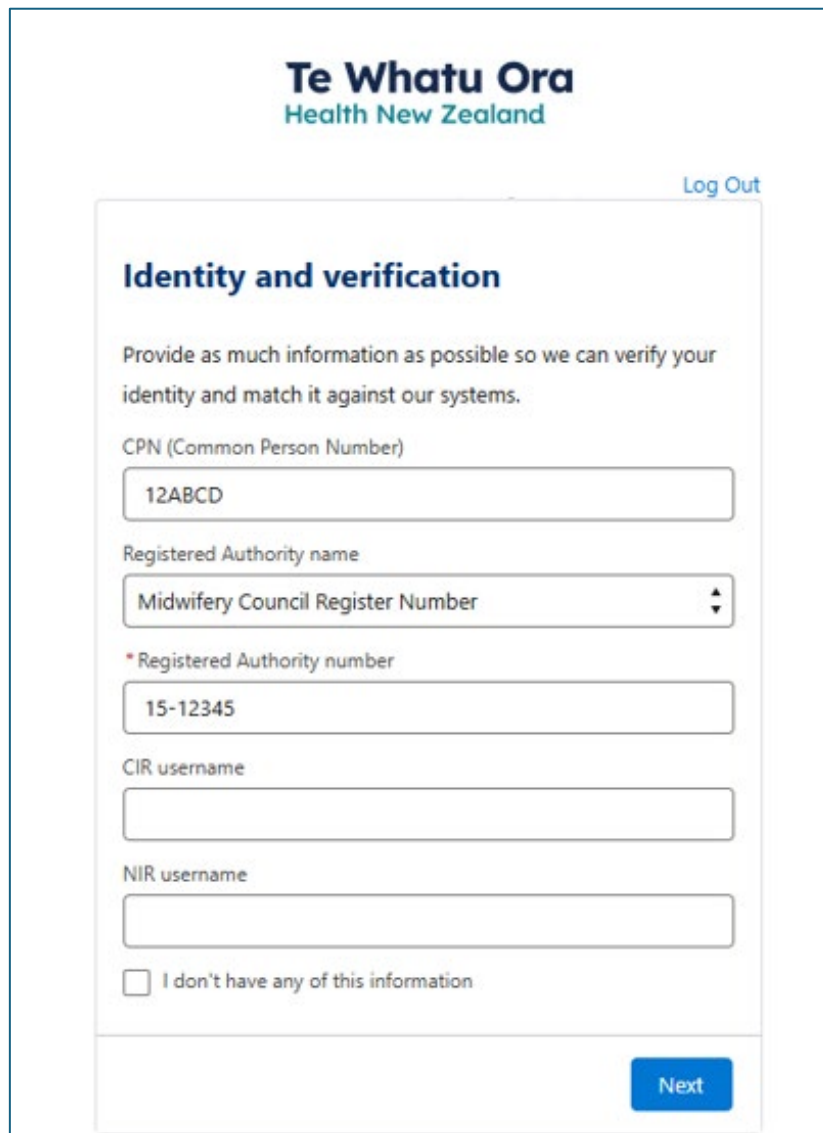Read the T&C's, tick the **Accept Button** then press **Next**

Enter your **CPN (Common Person Number)** – found on your APC on the Midwifery Council Website

Select your Registered Authority Name – **Midwifery Council Register Number**

And enter your **Registered Authority Number**

You don't need to enter a CIR username or NIR username

Press **Next**

When you complete your sign up, please select the main role that you require. If you require additional roles, you will be able to add these once your access has been approved.

Enter Facility name: **Midwifery & Maternity Provider Org**

Enter Facility HPI: **F2S012-C**

Select Facility Role: **Vaccinator (view and record vaccinations)**

Press **Next**

Press **Submit**



Enter **New Password** and **Confirm New Password**, then press **Change Password**

You will receive a confirmation, advising that your application for Aotearoa Immunisation Register has been sent and will be processed within 3 – 5 working days.  You will be notified via email with an outcome.



You will then receive an email advising that your application has been progressed and your access is pending approval from MMPO.  MMPO will approve your application.

You now have access to AIR and can start viewing and recording vaccination events.