

Mobile Team Vaccine COVax User Registration and Training

COVax Application

COVax is a vaccine management application. Demographic and dosage information is captured for anyone who is vaccinated. Users will need to have a tablet/laptop, smart phone and internet access to use COVax.

You can access COVax at <https://covaxon.my.salesforce.com/>.

Support

- Phone: (416) 637-8672 or Toll Free 1-888-333-0640
- Email: COVaxonSupport@ontario.ca

User Registration

- Your Team Coordinator will submit a user request on your behalf
- Once you are setup on the system, you will receive an email providing your login credentials and a link to finish setting up your COVax account.

IMPORTANT:



- The link to finish setting up your account will expire in 24 hours. If you do not finishing setting up your account within that time, you will need to reach out to the Ministry's COVax Support team to have a new link sent to you

User Account Creation and Authentication

Once your COVax account is created you will need to validate your identity using two-factor authentication (2FA).

- The recommended method is to use the free Authenticator App available from Salesforce. Please refer to the *COVaxON Comprehensive Login, Logout, User Settings* document for more details.

IMPORTANT:



- You will require a smart phone to support two-factor authentication.

COVax Training

Your Team Coordinator will provide you with the MOH COVax weekly training schedule. It is highly recommended that you attend the Clinical Flow sessions (usually every Tuesday and Thursday from 1:00-2:00 pm). Please note: you **do not** need your login credentials to attend these sessions.

Training Materials for Mobile Vaccine Teams

- Please refer to the documents included in the COVax Information section on the [Critical Care Learning Site](#). This includes training schedules, videos, job aids and training environment access instructions
- It is recommended you review the:
 - **Training Job Aids**, especially the *Simplified Vaccination Flow*
 - **Training Videos**, especially the *Clinical Flow Training Videos*, including check in, check out and vaccine administration