

Citizen Registration and Appointment for Vaccination

User Manual

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Citizen Registration and Appointment for Vaccination



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Citizen Registration and Appointment for Vaccination



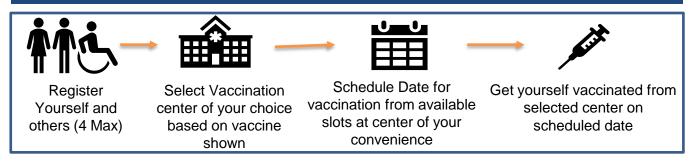
Overview

Government of India is taking all necessary steps to ensure that the nation is prepared to face the challenge and threat posed by the growing contagion of COVID-19. The exemplary groundwork and precaution advisory by the Government has helped in containing the spread of the virus in our country. At present, the priority is to make COVID -19 vaccine available to all, ensuring vaccine traceability and beneficiary tracking from production to last mile administration. COVID-19 vaccination drive was initiated to cover healthcare and frontline workers and scaled up to cover citizens above 45 years of age. Now, the vaccination has opened up to cover all citizens aged 18 years and above.

Co-WIN application is the digital back bone for the vaccination drive in India. With scaling up of vaccination; the number of vaccination facilities and sessions has to be increased and managed effectively. The CO-WIN application will facilitate the citizen with an option to register and schedule the vaccination session online in Centers of their choice. The Citizen self-registration module will ensure fool-proof identification of deserving candidates for receiving the vaccines. The Co-WIN application facilitates multiple role creations for orchestrating vaccination drive at various levels.

The objective of the document is to handhold the citizens to register and schedule an appointment for vaccination.

Features of Citizen Self registration Module



The following features will be available for the Citizen in Self Registration module

- Register for a vaccination session (with a choice of registering additional 3 members)
- Selection of Vaccination center of convenience based on the vaccine name
- Schedule vaccination as per slot availability at a Center
- Cancel/Reschedule Vaccination

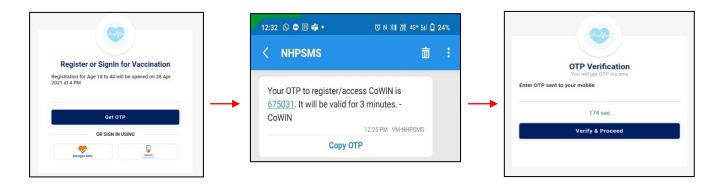
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Work Flow Schedule Vaccine **(4)** Registration Login **Appointment** Citizen logs in to Citizen registers by filling Citizen schedules required details cowin.gov.in appointment at the near by Vaccination center Citizen logs in with mobile Citizen can register oneself number and OTP and others (max 3) for Cancellation/rescheduling vaccination available Confirmation of appointment Vaccination Completed Citizen gets vaccinated at the selected center Citizen can download the on the scheduled date after verification appointment slip Citizens schedules appointment for dose 2 The appointment is also shared as after 28 days SMS on registered mobile no.

1 Register

▶ User can go to the url www.cowin.gov.in and click on "Register/Sign In yourself" tab.

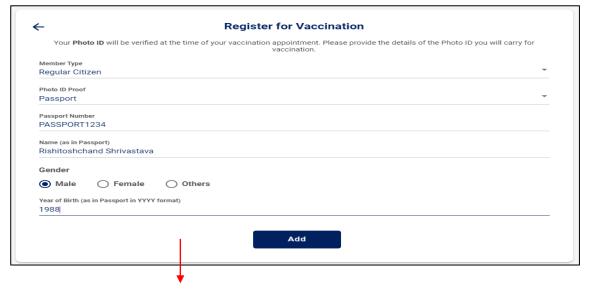


- Enter valid mobile number. Click on "Get OTP" button.
- OTP is sent at the phone number via SMS.
- Enter the OTP within 180 seconds and click on "Verify" button.

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- Once the OTP is validated, the "Register for Vaccination" page appears
- · Enter details required in page



Mandatory Field to be Filled by the Beneficiary for Registration

► The below table shows the details to be entered in the "Register for Vaccination" page. Please note that all fields in this Form are **Mandatory**

#	Field Name	Details
1.	Photo ID Proof	Select appropriate ID Card from the Dropdown list .
		Citizen must carry selected ID at the time of vaccination.
2	Photo ID Number	Citizen to enter ID number
2.	Name	Enter the name as per the selected ID proof
3.	Year of Birth	Enter the year of birth as per the ID Proof in the format YYYY
4.	Gender	Select Gender (Male/ Female/ Others)

Once the details are entered for registration, Click "Register" Button at the bottom right.

Receives Confirmation message on successful registration

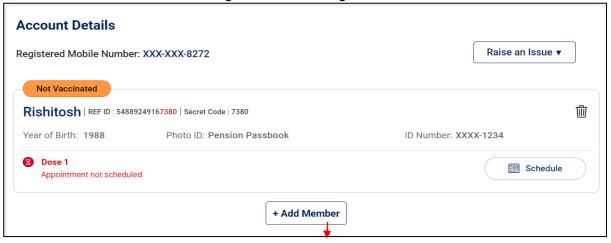


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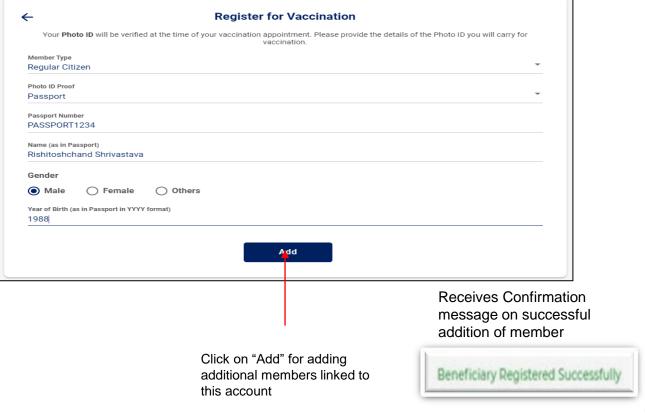
2 Add More Individuals

- Once registration is completed; the system will show the "Account Details"
- Citizen can further add 3 more people linked with this mobile number by clicking on "Add More" button at the bottom right side of the Page



Click on "Add More" for adding total 4 individuals linked to this mobile number

Enter all the details of the individual to be included and then click on the Add button

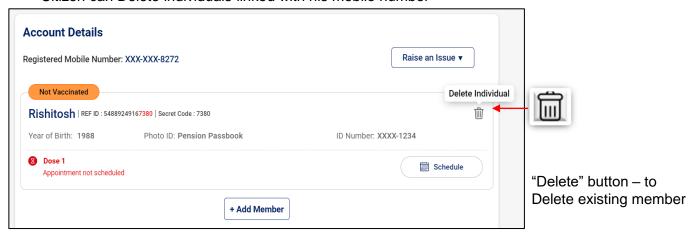






Delete Individuals

Citizen can Delete individuals linked with his mobile number

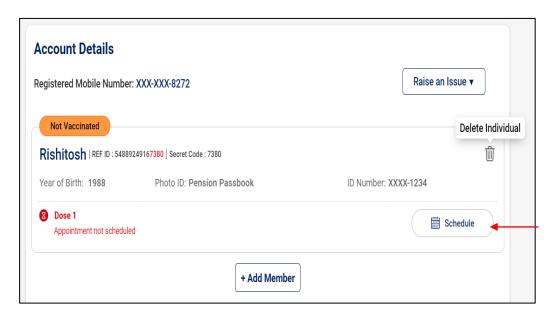


- 1. Login with username and password, and Navigate to the dashboard.
- 2. Click " action button to Delete a member
- · Confirmation message will appear on Deletion



Booking Appointment for Vaccination

• Citizen can schedule Appointment from the "Account Details" page.



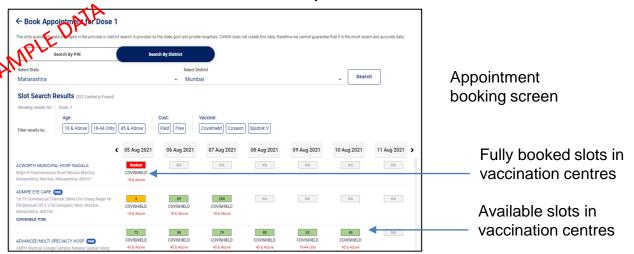
"Schedule" button

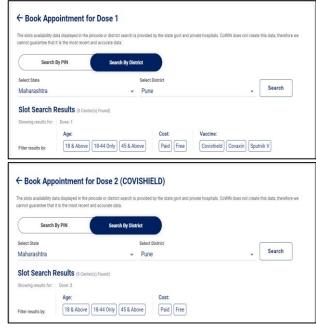
– to schedule
appointment for
registered
members

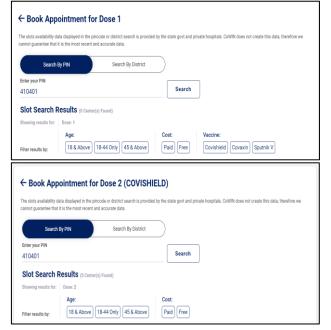
Citizen Registration and Appointment for Vaccination



- Click on "Schedule" button for Booking Vaccination Appointment
- System navigates to "Book Appointment for Vaccination" page
- Search the Vaccination Centre of choice by District or Pin code







Search by district option

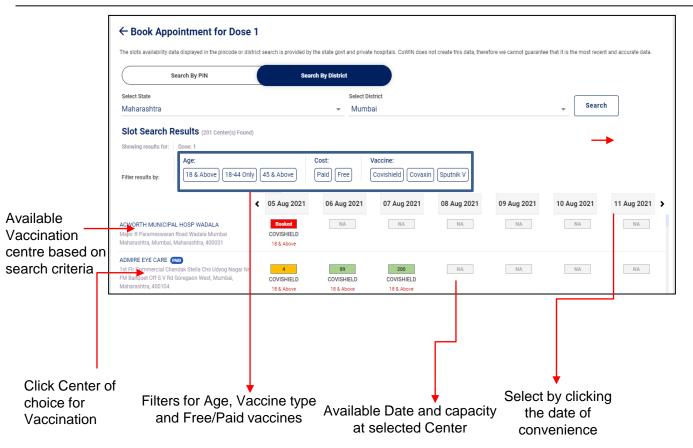
- Select the State/UT from the drop down
- Select District from the drop down menu
- Click on "Search"

Search by pincode option

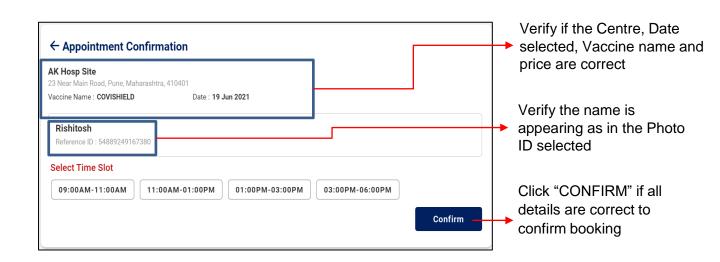
- Enter the local pincode
- Click on "Search"
- On clicking "Search" button, system will display below the list of Vaccination centre as per Search Criteria and based on State's Age policy
- Centre Names available nearby as per state/district or pincode entered will be displayed
- On clicking any centre at the panel, the available slots (date and capacity) will be displayed

Citizen Registration and Appointment for Vaccination





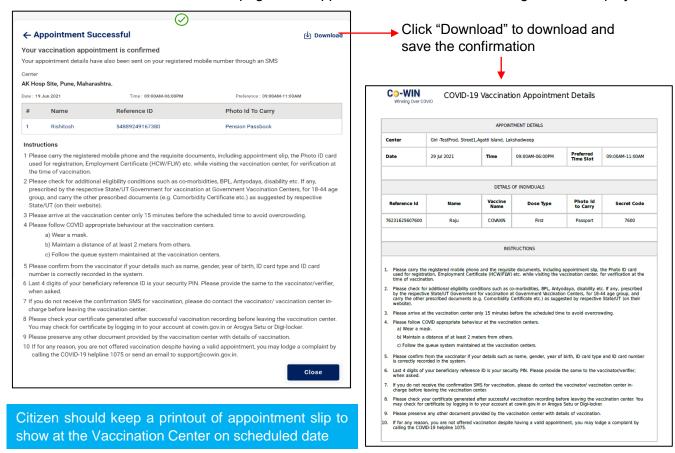
- · Once "Book" button is clicked, the "Appointment Confirmation" page is displayed
- Click "Confirm" button after verifying the details for final confirmation on booking



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Once confirmed, the confirmation page with "Appointment Successful" message will be displayed



5) Rescheduling an Appointment

- Once the Appointment is fixed, it can be cancelled and rescheduled at any later stage but before the vaccination appointment day.
- For this, Re-login to "Citizen Registration" module; with your already registered mobile no.

How to Re-Login to "Citizen Registration Module?



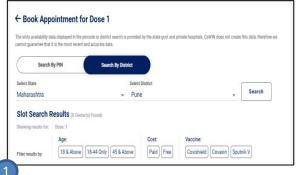
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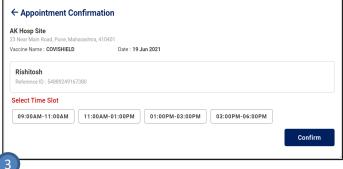




Click on "Reschedule" to re-schedule an already booked appointment.

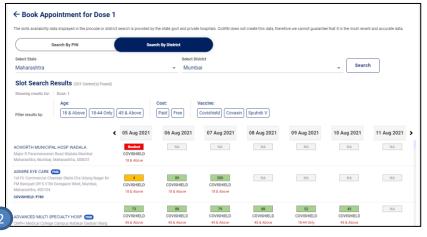
- 1 Citizen is directed to "Book Appointment for Vaccination" page; wherein citizen can Search for revised Centre and date
- Once the new Date and Centre are selected; Click "Book" to reschedule;
- Confirm by clicking "Confirm" of the revised Schedule
- Once confirmed, the confirmation page with "Appointment Successful" message will be displayed





Search new Center

Confirmation screen



Search new Slot and Book

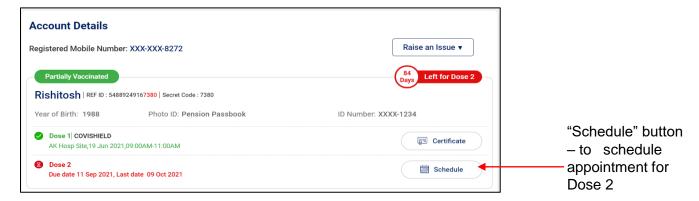
 In case the user has moved to another city, appointment can be rescheduled for the nearest vaccination centre in that city.

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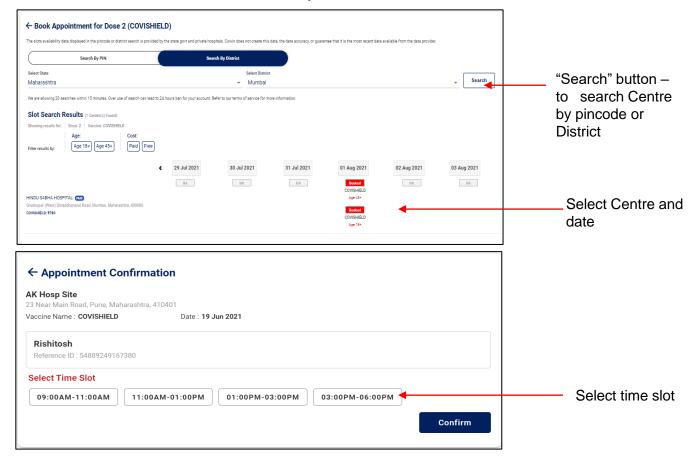


6 Booking appointment for Dose 2

- The process for booking appointment is similar as Dose 1.
- Citizen can schedule Appointment for Dose 2 from the "Account Details" page.

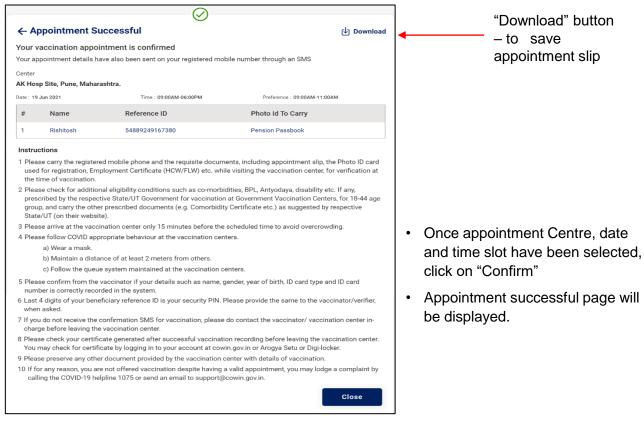


- Click on "Schedule" button for Booking Vaccination Appointment
- System navigates to "Book Appointment for Vaccination" page
- Search the Vaccination Centre of choice by District or Pin code

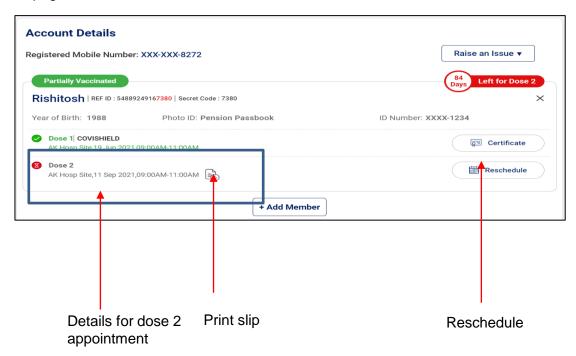








- · Appointment for second dose will be reflected in the account details page
- Citizen can Cancel, Reschedule, or print appointment slip for dose 2 appointment from this page



" दवाई भी और कड़ाई भी। Together, India will defeat COVID-19 "

- Prime Minister Narendra Modi

