Citizen Registration and Appointment for Vaccination

User Manual

User Manual
Citizen Registration and Appointment for Vaccination

C⊕-WIN
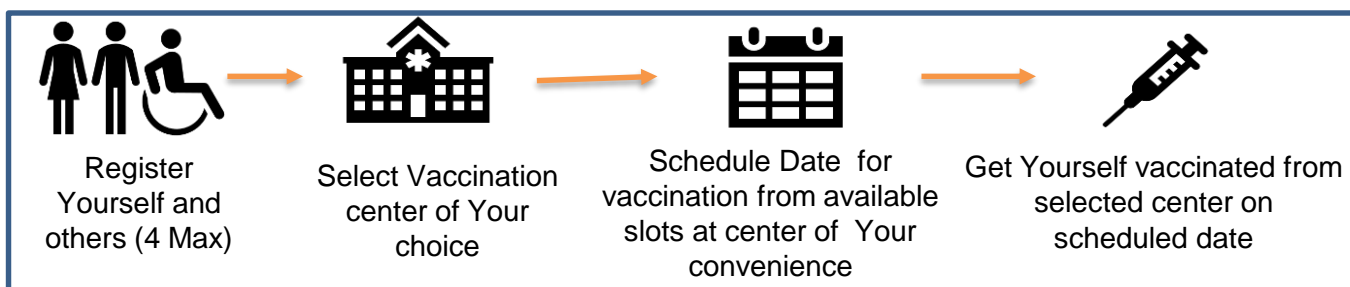Winning Over COVID - 19

Content

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 has been initiated to cover healthcare and frontline workers and is to be scaled up to cover citizens above 60 years of age and and/or citizen above 45 years of age suffering from comorbidities.

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. Currently the application is open for Citizens above 60yrs of age and for People above 45 yrs of age with comorbidities
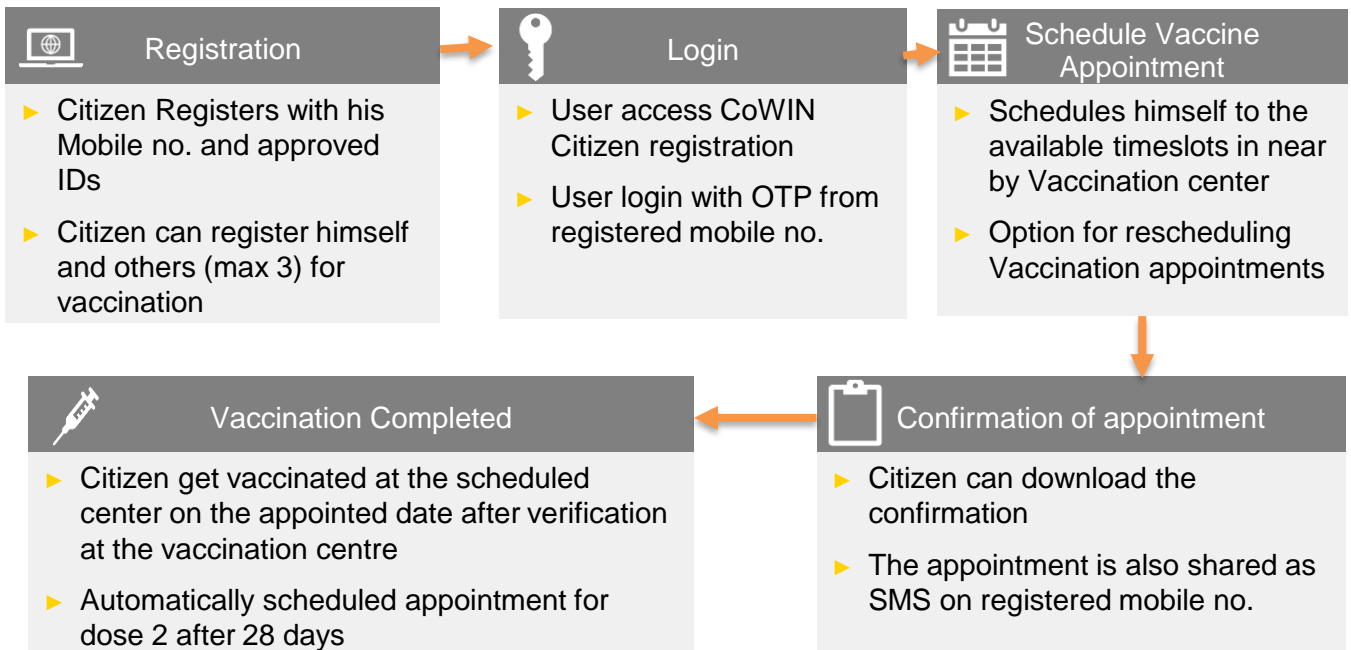
Features of Citizen Self registration Module

| Register Yourself and others (4 Max) | Select Vaccination center of Your choice | Schedule Date for vaccination from available slots at center of Your convenience | Get Yourself vaccinated from selected center on scheduled date |

The following features will be available for the Citizen in Self Registration module
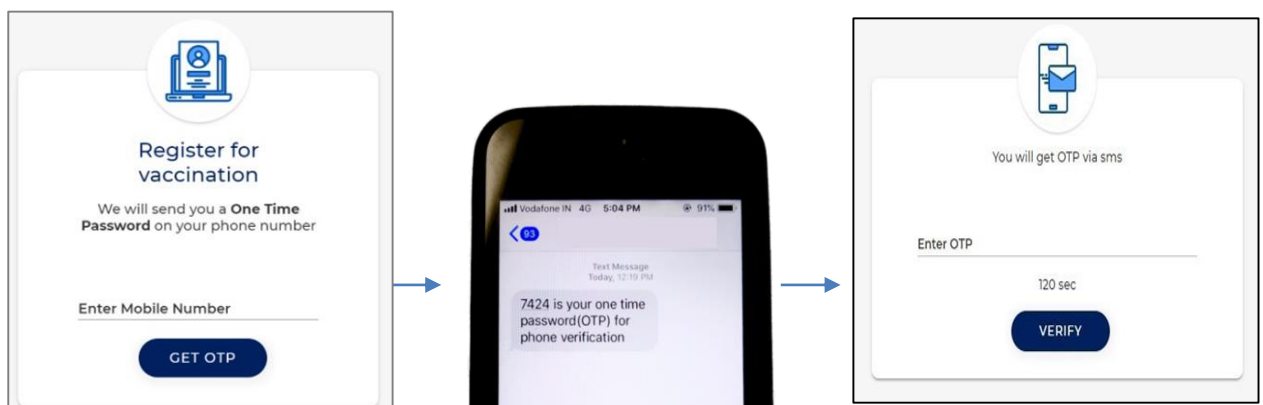
- Register for a vaccination session (with a choice of registering additional 3 members)

- Selection of Vaccination center of convenience

- Schedule vaccination Date as per slot availability at a Center

- Reschedule Vaccination date

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Work Flow

Registration	Login	Schedule Vaccine Appointment
► Citizen Registers with his Mobile no. and approved IDs ► Citizen can register himself and others (max 3) for vaccination	► User access CoWIN Citizen registration ► User login with OTP from registered mobile no.	► Schedules himself to the available timeslots in near by Vaccination center ► Option for rescheduling Vaccination appointments

Vaccination Completed	Confirmation of appointment
► Citizen get vaccinated at the scheduled center on the appointed date after verification at the vaccination centre ► Automatically scheduled appointment for dose 2 after 28 days	► Citizen can download the confirmation ► The appointment is also shared as SMS on registered mobile no.

1 Register

► Citizens can register by logging in "www.cowin.gov.in"'

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

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- Once the OTP is validated, the "Registration of Vaccination" page appears

- Enter details required in the "Registration of Vaccination" page

Mandatory Field to be Filled by
the Citizen for Registration

Click "Register"
Button

► The below table shows the details to be entered in the "Registration of 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 taking the 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)
5.	Comorbidities	Citizens 45+ years of age to select the relevant option as per the case. Citizen should carry a medical certificate at the time of vaccination

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

Receives Confirmation message on successful registration

Beneficiary Registered Successfully

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

Account Details

Individuals linked to mobile number 7021565500

#	Name	Gender	Year Of Birth	Photo Id	Id Number	Status	Action
1	Sunita Devi	Female	1972	Aadhaar Card	XXXX-8458	Not Scheduled	✎ 🖺 🗑 ×
2	Deva Nandy	Male	1961	Driving License	XXXX-3344	Scheduled	✎ 🖺 ×

+ Add More

Click on "Add More" for adding 3 more individuals linked to this mobile number

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

Register for Vaccination (Open for age 60 and above)

Your Photo Id will be verified at the time of your vaccination appointment. Please provide the details of the Photo Id you will carry for vaccination.

Photo ID Proof

Photo ID Number

Name

Year of Birth

Gender
- ⊙ Male ⊙ Female ⊙ Others

Mobile

Back   ADD

* All fields are mandatory

Click on "Add" for adding additional members linked to this account

Receives Confirmation message on successful addition of member

Beneficiary Registered Successfully

All Fields are Mandatory to be filled

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3 Delete Individuals

• Citizen can Delete individuals linked with his mobile number

Account Details

Individuals linked to mobile number 7021565500

#	Name	Gender	Year Of Birth	Photo Id	Id Number	Status	Action
1	Sunita Devi	Female	1972	Aadhaar Card	XXXX-8458	Not Scheduled	✎ ▣ 🗑 ×
2	Deva Nandy	Male	1961	Driving License	XXXX-3344	Scheduled	✎ ▣ ×
3	Damini Sharma	Female	1972	Driving License	XXXX-821	Not Scheduled	✎ ▣ 🗑 ×

+ Add More

🗑 "Delete" button – to Delete existing member

1. Login with username and password, and Navigate to the dashboard.

1. Click 🗑 action button to Delete a member

Account Details

Individuals linked to mobile number 7021565500

#	Name	Gender	Year Of Birth	Photo Id	Id Number	Status	Action
1	Sunita Devi	Female	1972	Aadhaar Card	XXXX-8458	Not Scheduled	✎ ▣ 🗑 ×
2	Deva Nandy	Male	1961	Driving License	XXXX-3344	Scheduled	✎ ▣ ×
3	Damini Sharma	Female	1972	Driving License	XXXX-821	Not Scheduled	✎ ▣ 🗑 ×

Delete Individual

+ Add More

• Confirmation message will appear on Deletion

Beneficiary Deleted Successfully

④ Booking Appointment for Vaccination

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

"Schedule" Button – to book vaccination appointment

- Clicks on 🗓 button for Booking Vaccination Appointment or Click "SCHEDULE APPOINTMENT"

- System navigates to " Book Appointment for Vaccination" page

- Searches the Vaccination Centre of choice by State, District, Block and Pin Code from the dropdowns

Select the State/UT from the drop down

Select the District coming under the selected State from the drop down

Select the Block coming under the selected District from the drop down

Select the PINCODE coming under selected Block from the drop down

Click "Back" Button to land back to "Account Details" page

Click "Search" Button to find the Vaccination Center in selected location

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- On clicking "Search" button, system will display below the list of Vaccination centre as per Search Criteria

- Center Name will be displayed at right panel of the page

- On clicking any centre at the panel, the available slots (date and capacity) will be displayed

Available Vaccination centre based on search criteria

Click Center of choice for Vaccination

Available Date and capacity at selected Center

Select by clicking the date of convenience

Click "Back" Button to land back to "Account Details" page

Click to check next week slots

Clicks **Book** Button to Book the Appointment

- Once "Book" button is clicked, the "Appointment Confirmation" page is displayed

- Click "Confirm" button after verifying the details for final confirmation on booking

Verify the Center, Date selected are correct

Verify the name is appearing as in the Photo ID selected

Click "CONFIRM" if all details are correct to confirm booking

Click "Back" to Navigate to "Book Appointment for Vaccination" page

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

Click "Download" to download and save the confirmation

Citizen should keep the confirmation details to show at the Vaccination Center on scheduled date

Get your COVID Vaccination Certificate on

Aarogya Setu   DigiLocker   Co-WIN

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5 Rescheduling an Appointment

- Once the Appointment is fixed, it can be 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?

Enter his/her already registered mobile number. Clicks on "Get OTP" button.

OTP is sent at the phone number via SMS.

Enter the OTP and click "Verify" button.

Navigate to "Account Details" Page

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Account Details

Individuals linked to mobile number 7021565500

#	Name	Gender	Year Of Birth	Photo Id	Id Number	Status	Action
1	Deva Nandy	Male	1961	Driving License	XXXX-3344	Sched...	Reschedule Appointment
2	Damini Sharma	Female	1972	Driving License	XXXX-821	Scheduled	

+ Add More

Click on [📅] to re-schedule an already booked appointment.

1. Citizen is Directed to Book Appointment for Vaccination" page; wherein he can Search the revised date and Center

2. Once the new Date is selected; Click "Book" to reschedule;

3. Confirm by clicking " Confirm" of the revised Schedule

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

Book Appointment for Vaccination

Search Vaccination Center

State/UT | District | Block | Pincode

Back SEARCH

1 — Search new Center

Appointment Confirmation

Please verify the details below and click Confirm to book your appointment.

Center
Bk Medical Institute, Pune, Maharashtra,

Date
Feb 25 2021

Time
09:00 am-06:00 pm

#	Name	Reference ID
1	Damini Sharma	9396257276819

Back CONFIRM

3 — Verify and confirm new Slot and Book

Book Appointment for Vaccination

Search Vaccination Center

State/UT: Manipur | District: Imphal West | Block: Imphal West | Pincode: 795001

SEARCH

Center Name	Date and Availability
Manipur High School	TUE Feb 23 2021 — Available Capacity: 50
Test Site Dh	03:30 AM-12:30 PM — Forenoon / Afternoon ✓
Today Site	Next Week >
Test Site Dhania	
Megha Private Hospital	

Back BOOK

2 — Search new Slot and Book

✓

⬇ Download

Your vaccination appointment is confirmed.

Your appointment details have also been sent on your registered mobile number through an SMS.

Center
Bhabha Hospital Kbbh, Bandra, Mumbai, Maharashtra,

Date
Feb 22 2021

Time
03:30 am - 12:30 pm

Time Prefrence
FORENOON

#	Name	Reference Id	Photo Id to Carry
1	Pravin Mathur	3218379647657	Driving License

Instructions

1. Please carry the Photo Id card mentioned in your appointment details for vaccination

4 — Confirmation

- Once Vaccinated for the 1st Dose, the Citizen will be automatically scheduled appointment for dose 2 for the same centre of receiving the first dose of vaccination.
- In case the user has moved to another city, appointment can be rescheduled for the nearest vaccination centre in that city.

" दवाई भी और कड़ाई भी।

Together, India will defeat COVID-19 "

- *Prime Minister Narendra Modi*