

**Date: 4 March 2021**  
**EVDS update 3**

## **How do I get a vaccinator account or administrator account on EVDS?**

### **Vaccinator Accounts**

1. Determine who will be a vaccinator or administrator on EVDS.
2. All vaccinators must complete a vaccinator training course through the People Development Centre.
3. Next you need to set up a vaccinator account on EVDS.
4. Once your vaccinator has completed their training, you will have to set up a vaccinator account on EVDS. You will have to do the following:
5. Email the following link to them: **[EVDS Vaccinator Form.](#)**
6. Once the vaccinator receives the link, they will have to complete an online form.
7. It is important to complete every section of the form. This includes but is not limited to ID number, Persal number, cell phone number and email. We will not be able to create a vaccinator account if you do not complete the form fully.
8. Once you have completed the form, you must press submit.
9. Our support team in the background will create accounts.
10. They will then email the username and password to the vaccinator. Once the vaccinator receives the username and password, they will have to log into EVDS within 72 hours.
11. This is usually where things go wrong:
  - Vaccinators don't check their emails
  - Vaccinators do not log into their EVDS accounts within 72 hours

12. If you do not log in in 72 hours, the account is de-activated, and you will have to contact the national helpline to re-activate the account.

## Administrator Accounts

Most facilities have chosen to also use administrators on EVDs. These administrators can assist the vaccinators, but it is important to note that they can only work on part of the EVDS system.

In order to create an administrator account, do the following:

1. Identify who will work as EVDS administrators at your facility.
2. Email them the link for an EVDS administrator account: [\*\*EVDS Admin Support Form.\*\*](#)

### **Form.**

3. The administrators must complete all the fields on the form and submit.
4. Ask them to watch the EVDS training videos.
5. The accounts will be created centrally, and the administrator will be emailed their username and password.
6. The administrators will have 72 hours to log in for the first time.
7. Upon initial log-in they will be asked to change their password.

## Common problems

1. Vaccinators and administrators do not complete all their information on the online form.
2. Vaccinators and administrators do not log in to their accounts in 72 hours.
3. The wrong form gets completed e.g. a vaccinator completes an administrator account.  
Please note- this is difficult to fix, so please make sure that you chose the correct form.

## Assistance

If you need assistance with an account, please contact:

[\*\*Marike.Wichers@westerncape.gov.za\*\*](mailto:Marike.Wichers@westerncape.gov.za)

## How do I get a vaccinator account or administrator account on EVDS? (public sector only)

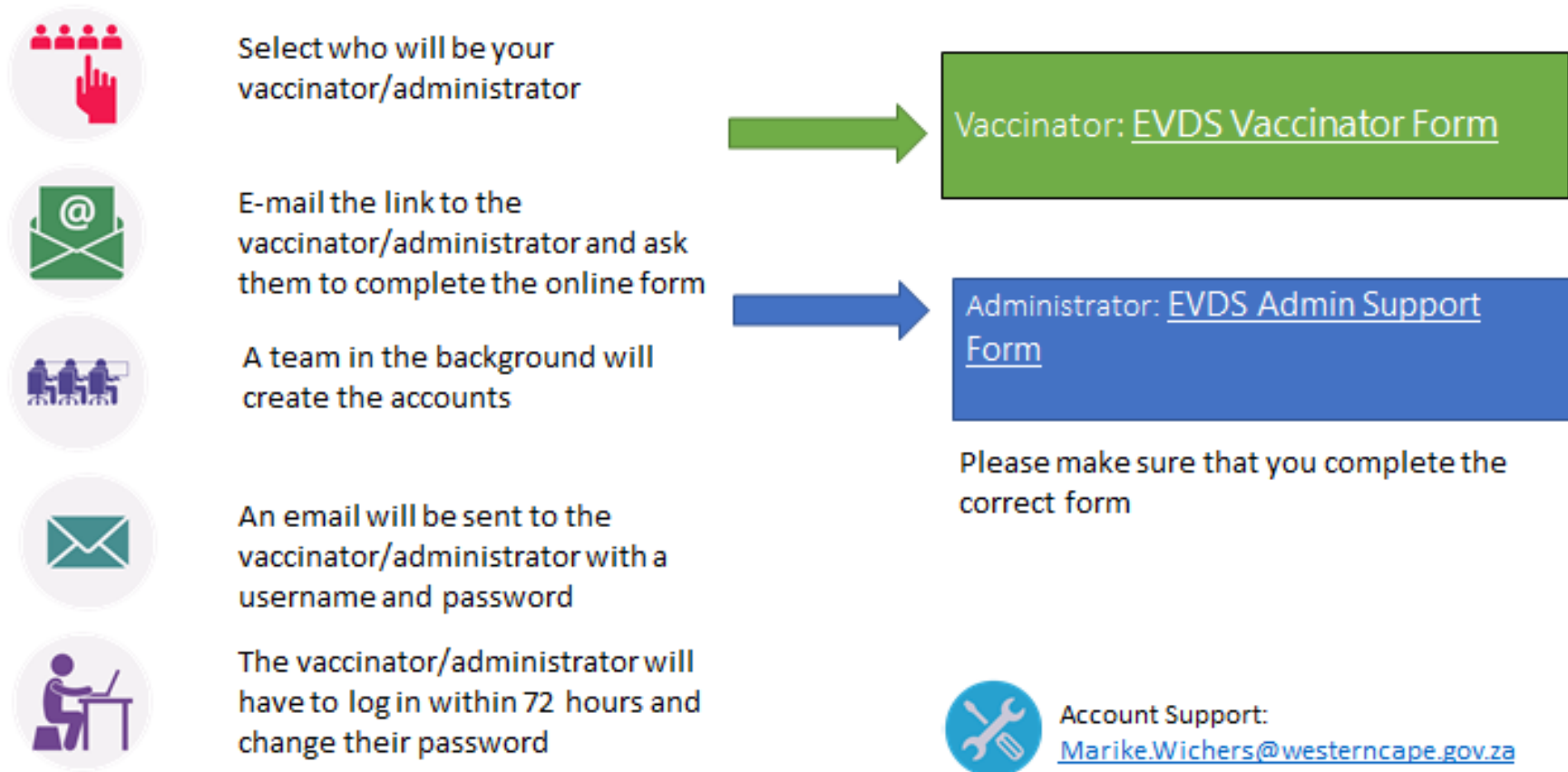


Figure 1: Quick steps for vaccinator and administrator accounts on EVDS