



Covax for Flu 2022

A step guide to getting completing your training
for new users



The resources you will need to complete your training are

A Production System
Login (PROD)



A Training System
Login (TRAIN01)



Access to email



Login to the
production
system

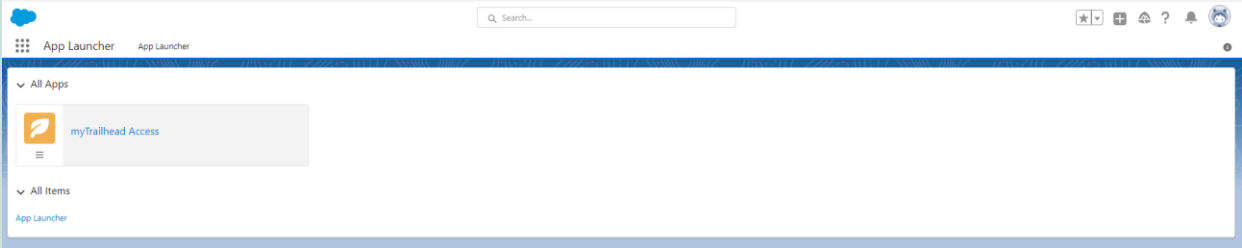
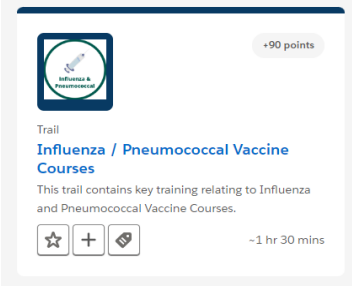
Complete your
training on
myTrailhead

Login to the
practice
system

Complete your
practice
vaccination

You are ready
to use the
production
system

IMPORTANT NOTICE: Your access to the Covax Production System will be limited until you complete all the steps below.

□	Step 1 Login to myTrailhead	 <p>Login to Covax Production System and click on myTrailhead Access</p>
□	Step 2 Complete your training	 <p>Click on the Influenza Vaccine trail and complete the module for your role.</p> <ul style="list-style-type: none"> ✓ Module 10A Vaccinator: Link to vaccinator module ✓ Module 10B Operations Admin: Link to Administrator Module
□	Step 3 Operations Admins Only <i>Vaccinators go to Step 4</i>	<ul style="list-style-type: none"> ✓ Log on to Covax Training System ✓ Set your location to “HCF Sanity Production Testing” ✓ Set up a new client
□	Step 4 Practice a vaccination	<ul style="list-style-type: none"> ✓ Log on to Covax Training System ✓ Set your location to “HCF Sanity Production Testing” ✓ Search for your name ✓ Then follow your training to complete a vaccination.
□	Step 5 Your access upgrade	<p>Congratulations now you have completed your training and your practice sessions. Your production account access will be automatically within 2 business days.</p>