



Monkeypox Immunisation System

New joiner requests

How to request access

1. Download and complete this [form](#)
2. Email helpdesk@Swiftqueue.com with:
 - Completed form attached
 - Email subject set to: **MPX Immunisation System New Joiner**
 - Included in the email body authorisation for system access from your clinic's nominated approver. Alternatively, your vaccination clinic approver can raise the request on your behalf.

IMPORTANT – a request for access will only be processed if proof of authorisation from your clinic approver is included in the email.

Please continue to next page ->



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Next steps

1. You will receive an activation link to the demo system. This is to give you time to get familiar with the system functionality. The activation link will expire within 2hrs. To request a new link, send an email to helpdesk@Swiftqueue.com
2. Review training documentation and latest training recording that are available [here](#).
3. Complete familiarisation on the demo system by processing the following:
 - a) Create a new client
 - b) Add a referral for a client (as needed for a PeP appointment or in the case of a PrEP appointment a referral must be created to capture a clinical note for adverse reaction)
 - c) Complete an appointment (this includes filling out the Consent & Eligibility form and the Attending form)
4. Take a screenshot of the appointment details and send to helpdesk@Swiftqueue.com requesting to access to the production Monkeypox Immunisation system.
5. You will receive an email invite to activate your account on the production system