Step-by-Step Instructions to Book a Vaccination Appointment

Niagara Health Vaccination Clinic for Health Care Workers

1. **Access the booking tool by clicking on link[1]:**

   https://nhappointmentscheduler.powerappsportals.com/vaccine

2. Enter the **Facility & Access Codes** provided, and click the "**Sign in**" button.

3. **Review the eligibility criteria** and click "**Book Vaccination**".

4. Select the sending **Organization** from the list <u>or</u> use the "Public Health" option.

5. Select your **Priority Group** from the list (i.e. Physicans, Primary Care Staff, Pharmacy, Other, etc..)

6. Enter the **email address** that will be receiving the appointment confirmation and appointment reminders along with detailed clinic instructions.

7. **Enter Patient information**, ensuring to complete all mandatory fields, and then click "Next Step".

8. **Appointment Date & Time**: The vaccination clinic will default to "St. Catharines Vaccine Centre". Search and select a suitable first dose appointment time from the list of available appointments, and press "Select" at bottom of screen.

   The **second vaccination appointment** date and time will auto-generate 35 days later to align with second dose interval guidance. Take note of appointment date and time to **ensure both appointment dates are suitable**. Click **"Next Step".**

9. <u>**Summary**</u>
   o Review all information entered
   o Acknowledge accuracy of all information
   o Enter the CAPTCHA code for security validation
   o **Select "Submit" to book the appointments.**

10. An **acknowledgment screen** will appear indicating submission completed successfully, and confirming the date, time and location of appointment.

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[1] It is preferable to use the Chrome internet browser.

11. <u>Email Confirmation</u>

An email will be sent to the email address you have provided with a confirmation number, first and second dose appointment dates and times, location of clinic and important instructions prior to arriving for appointment.

Please sure you check your Spam or Junk email folders for your confirmation email.

If you do not receive a confirmation email or are experiencing technical difficulties, please call **(905) 378-4647 ext. 49099** and leave a message. One of our team members will return your call.

Closing the browser will log you out from the session. Otherwise, to sign out of the application click on your organization name at top of screen and select "Sign-out".

Cancelling or Rescheduling Appointments

NOTE: Individuals can only cancel both appointments online. A link to cancel **BOTH** appointments will be included in original confirmation email.

If you attended your first dose appointment, but need to cancel or reschedule the second dose appointment, please contact the vaccine clinic to make further arrangements at (905)378-4647 ext. 49099.