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| **Important to know** | The NIBS booking form is accessed via a publicly accessible URL and does not require access to be requested. CIR provides you with Booking information.  **2. Register for BMV/NIBS Training**  **1. Contact your DHB Operations Lead**  If you are a DHB Site Lead or Vaccination On Site Lead then you can request access to BMV/NIBS AVMS for site management and reporting purposes | To be granted access to BMV/NIBS AVMS you will need to complete the relevant BMV/NIBS Site Admin and Reporting training session. There is also general training available for anyone working with NIBS Bookings.  **3. Getting access to BMV/NIBS Classroom**  Your DHB Operations Lead will advised you the NIBS training schedule and the required timing for you to complete this. | You will receive your BMV/NIBS Classroom access prior to your training date. You will receive an email from a Salesforce email address with a link to verify your account ands set your password. | Once your DHB Operations Lead has confirmed your attendance at the training, they will confirm to the support desk that they can proceed with setting up your NIBS Production (Live) account. You will receive an email with a link to set up your account.  **5. Additional Support**  **4. Getting access to BMV/NIBS Production** | At any point in your BMV/NIBS Onboarding journey there are several different support/training resources you can utilise. |
| **Key activities** | * Get the contract details of DHB Operational Lead for BMV/NIBS. * Communicate your request for access to BMV/NIBS AVMS back-end and agree the type of access you need:   + Site Admin – edit site details and booking reports   + Concierge – view site details and booking reporting | * Confirm with your DHB Operations Lead what type of training you should complete and when:   + BMV/NIBS Booking and Reception   + BMV/NIBS Site Admin and Reporting * DHB Operations Lead to submit the request to [help@C-19imms.min.health.nz](mailto:help@C-19imms.min.health.nz) or for access to both the NIBS Training and Production system with dates these two accesses are required. | * Follow the instructions on the ‘Welcome to Salesforce!’ email. **Note:** the link expires within 24 hours. * **Recommended:** Create a bookmark to save the BMV/NIBS Classroom Login page to your Homepage. * **Optional:** Watch the Bookings videos that are available from the CIR Home Pagee.g. CIR Bookings Demo. | * Follow the instructions on the ‘Welcome to Salesforce!’ email. **Note:** the link expires within 24 hours. * **Recommended:** Create a bookmark to save the BMV/NIBS Production Login page to your Homepage. * You will need a smart phone to set up the Salesforce Authenticator, if you haven’t done so already. | Daily drop-in session for general questions regarding the CIR. Weekdays 9.30am – 10.15am. These can be accessed here: [Drop-in Session Link](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGFkZDNjNTQtMjQ3NC00NzhmLWI3NmMtYjc4MGU3ZGQyMjA3%40thread.v2/0?context=%7b%22Tid%22%3a%2223cec724-6d20-4bd1-9fe9-dc4447edd1fa%22%2c%22Oid%22%3a%22d8acfd15-4f30-427b-8a87-8af7c7726522%22%7d).  Watch the CIR/Booking training videos located under ‘Training Materials’ on the CIR homepage.  Review the CIR Bookings guides located under ‘Training Materials on the CIR homepage. |
| **Who to contact for help** | Contact Your DHB Operational Lead and ask who manages BMV/NIBS site and User Setup for your DHB. | Contact your DHB Operations Lead for information on BMV/NIBS training opportunities. | * Contact your DHB Operational Lead if you have not received a link to NIBS Classroom. * Contact the support desk on [help@C-19imms.min.health.nz](mailto:help@C-19imms.min.health.nz) or on 0800 223 987 if you have trouble using the link. | * Contact Your DHB Workforce lead if you have not received a link to NIBS Production. * Contact the CIR support desk on [help@C-19imms.min.health.nz](mailto:help@C-19imms.min.health.nz) or on 0800 223 987 if you have trouble using the link or setting up the salesforce Authenticator. | Contact the support desk on [help@C-19imms.min.health.nz](mailto:help@C-19imms.min.health.nz) or call the team on 0800 223 987. |



**User Onboarding Journey for Book My Vaccine (BMV)** (Previously NIBS)