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| **Important to know** | Firstly, you will need to complete the relevant IMAC training course. | Once you have registered for IMAC training your DHB Workforce Lead will request that MoH give you access to the CIR Classroom (practice) system. When access is granted, you will receive an email with a link to set up your account.  | Once your DHB has received a notification from IMAC that you have completed the training, they will submit a request to MoH on your behalf for access to the CIR Live system. When access is granted, you will receive an email with a link to set up your account. *This may take up to 48 hours following completion of training.* | Once you have access to CIR Live, you are ready to commence your role supporting COVID Vaccination.  | At any point in your CIR Onboarding journey there are several different support/training resources you can utilise. |
| **Key activities** | * Register with IMAC on this [IMAC Link](https://lms.immune.org.nz/user/register) to get access to IMAC training.
* The following IMAC courses are available:
	+ CIR Administrator
	+ CIR Vaccinator
	+ Prescriber Health Professionals
 | * Follow the instructions on the CIR Classroom ‘Welcome Email’ to set up your account.
* **Recommended:** Create a bookmark to save the CIR [Classroom Login page](https://circlassrm-ncts.cs116.force.com/cir/s/) to your Homepage.
* **Optional:** Watch the CIR training videos on the CIR Home Page**.**
 | * Complete your IMAC training.
* Follow the instructions on the CIR Live ‘Welcome Email’ to set up your account.
* **Recommended:** Create a bookmark to save the [CIR Live Login page](https://ncts.force.com/cir/s/) to your Homepage.
* Get access to a smart phone (personal or business).
* Download and set up the Salesforce Authenticator App on your smart phone.
 | * Confirm your vaccination Provider Organisation, Facility and Site details as recorded in CIR with your Site Lead.
* Ensure you bring your smart phone with the Salesforce Authenticator App installed to the site.
* Log into CIR and select your Provider Organisation, Facility and Site.
* Record vaccination in CIR
 | (1) 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).(2) Watch the CIR training videos and access training guides located under ‘Training Materials’ on the CIR Classroom & Live homepage. |
| **Who to contact for help** | * Refer to the IMAC ‘A guide to the IMAC COVID-19 Education Processes’ document
* Contact IMAC on 0800 882 873 if you are having trouble accessing or completing your IMAC training.
 | * Contact your DHB Workforce lead if you have not received a link to CIR Classroom.
* Contact the CIR support desk on help@C-19imms.min.health.nz or call the team on 0800 223 987 if you have trouble using the link.
 | * Contact Your DHB Workforce lead if you have not received a link to CIR Live.
* Contact the CIR support desk on help@C-19imms.min.health.nz or call the team on 0800 223 987 if you have trouble using the link or setting up the Salesforce Authenticator
 | * If you have trouble accessing the CIR Live system, contact the CIR helpdesk on help@C-19imms.min.health.nz or call the team on 0800 223 987
 | (3) Contact the CIR support desk on help@C-19imms.min.health.nz or call the team on 0800 223 987.(4) If you have **clinical questions** you can refer to your Clinical Site Lead, the [COVID-19 Vaccine Operating Guidelines](file:///C%3A%5CUsers%5Clzafalon%5CDownloads%5Ccovid-19-vaccine-operating-guidelines-17062021.pdf) or IMAC 0800 IMMUNE (466 863). |

**4. Vaccination**

**5. Additional Support**

**3. Getting access to CIR Live**

**2. Getting access to CIR Classroom**

**1. Register for IMAC Training**