

TUTORIAL ON HOW TO REGISTER ON WWW.COVID19.KERALA.GOV.IN FOR PRIORITY VACCINATION

INTRODUCTION

Students of APJ Abdul Kalam Technological University are now listed as a priority group to receive COVID-19 vaccine. To get vaccination, Institution heads/HoDs are required to enter the details of the students on www.covid19.kerala.gov.in.

This document provides the steps to be followed by Institution Heads/HoDs on www.covid19.kerala.gov.in.

IMPORTANT: HODs/Institution heads who are registering the students for vaccines should use their Aadhaar-linked registered mobile number to register at www.covid19.kerala.gov.in

Students should provide their COWIN-registered mobile numbers to colleges for entering at www.covid19.kerala.gov.in. Both the Institution head/HoD and students should have registered at <https://www.cowin.gov.in/> before registering at www.covid19.kerala.gov.in.

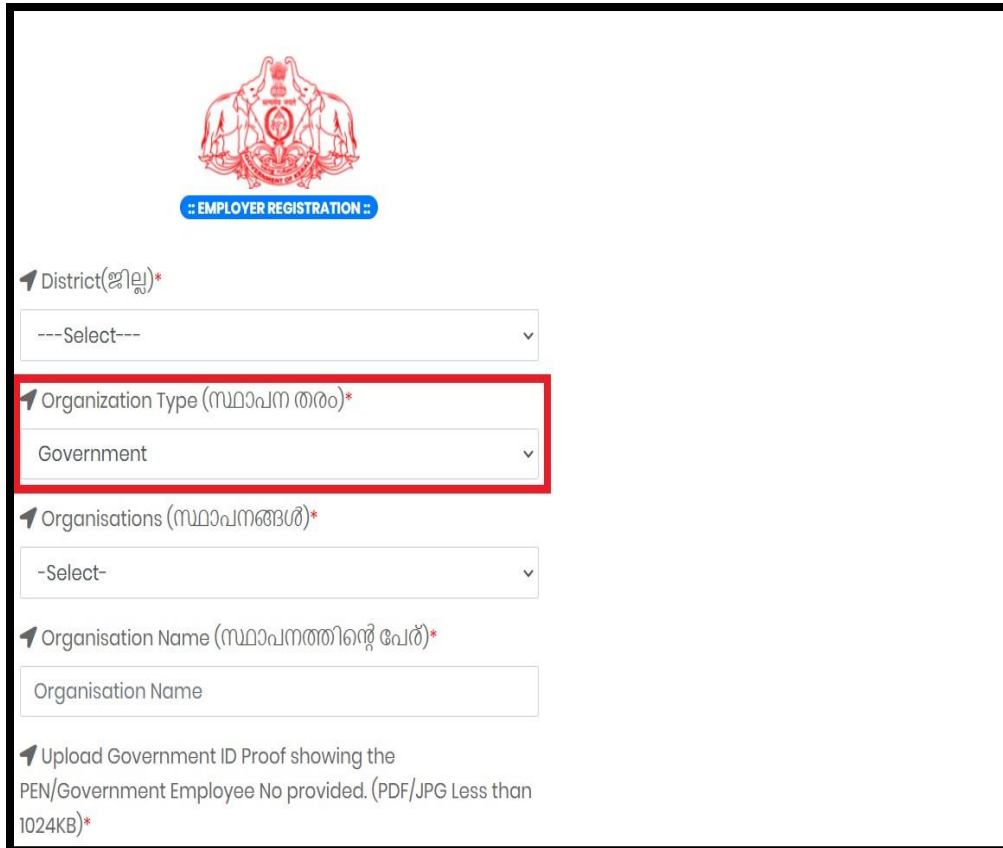
Step 1:

Register on www.covid19.kerala.gov.in. Select 'Front Line Workers Bulk' and provide your mobile number. A pop-up message will appear saying "Employer Not Registered. Please fill the form to Register" and a space for providing your Aadhaar number will be displayed.

The screenshot shows the 'REQUEST FOR COVID19 VACCINATION (18-44 YEARS)' interface. At the top, it identifies the 'DEPARTMENT OF HEALTH & FAMILY WELFARE GOVERNMENT OF KERALA'. The main content is divided into two panels. The left panel, titled 'Vaccination Request Status', offers three options: 'INDIVIDUALS', 'FRONTLINE WORKERS (BULK)' (highlighted with a red box), and 'VACCINE CERTIFICATE (FOR GOING ABROAD)'. The right panel, titled 'Dashboard Statistics', includes 'Official Certificate Verification' and lists categories for individual requests: 'Comorbid Person', 'Going abroad', and 'Haj Pilgrims'. At the bottom, it provides contact information for 'CALL DISHA 24/7 Online' with numbers 1056, 104, and 04712552056. The footer indicates the system is powered by 'eHealth KERALA' and shows the version '1.2.3.230' and timestamp '16/07/2021 17:31:33'.

Step 2:

Enter your details. Under Organization Type tab, Choose “Government”



The screenshot shows the 'EMPLOYER REGISTRATION' form. At the top is the state emblem of Kerala. Below it, the form fields are as follows:

- District(ജില്ല)***: A dropdown menu with the text '---Select---'.
- Organization Type (സ്ഥാപന തരം)***: A dropdown menu with 'Government' selected. This field is highlighted with a red border.
- Organisations (സ്ഥാപനങ്ങൾ)***: A dropdown menu with the text '-Select-'.
- Organisation Name (സ്ഥാപനത്തിന്റെ പേര്)***: A text input field containing 'Organisation Name'.
- Upload Government ID Proof showing the PEN/Government Employee No provided. (PDF/JPG Less than 1024KB)***: A text input field.

Under ‘Organisations’ tab, select “Professional Students of APJ Abdul Kalam Technological University”



This screenshot shows the same 'EMPLOYER REGISTRATION' form, but with the 'Organisations' dropdown menu selected. The selected option is 'Professional students of APJ Abdul Kalam Technologic...', which is highlighted with a red border.

- District(ജില്ല)***: A dropdown menu with the text '---Select---'.
- Organization Type (സ്ഥാപന തരം)***: A dropdown menu with 'Government' selected.
- Organisations (സ്ഥാപനങ്ങൾ)***: A dropdown menu with 'Professional students of APJ Abdul Kalam Technologic...' selected. This field is highlighted with a red border.
- Organisation Name (സ്ഥാപനത്തിന്റെ പേര്)***: A text input field containing 'Organisation Name'.

Provide the College's name and also the department in the space provided.

Upload the ID proof choosing the file.

Under "PEN / Government Employee No." tab, private self financing college staff can enter the College ID number of the person registering.

Press the "Submit" button.

Step 3:

Enter the details of students one by one. (Better not to choose Bulk Upload Option provided).

LOGOUT View History

Request for Vaccination

Welcome APJ Abdul Kalam Technological University PRO [G]

~~Bulk Upload (Excel)~~

Add Employee

Name*	Gender*	Year of Birth*	Mobile No.*	Preferred Vaccination Center*	Cowin Registration No.*	Preferred Date*	Preferred Time*
-------	---------	----------------	-------------	-------------------------------	-------------------------	-----------------	-----------------

Declaration*

I hereby declare that the employee / list of employees which I have submitted for Covid vaccination is / are working in my institution and they belong to the category of Frontline worker in Covid care. I also declare that the above employee/ employees belong to the age group between 18 years and 44 years. I am aware that providing false information is an offence and that I am personally responsible for the above declared information.

SUBMIT

At a time, limit the number to 15, and submit. Then add another 15. This way, the details of entire department can be entered. If details of all students are entered at once, there is a risk of system failure.

Choose a prominent taluk/district hospital/ medical college hospital for vaccination instead of PHCs.

Rejection possibilities:

If a student has registered multiple times in <https://www.cowin.gov.in> using same mobile number but different IDs, there is a greater chance of rejection. In those cases, ask students to delete multiple registrations keeping just one.

Encourage students to use their passports as ID proof while registering at <https://www.cowin.gov.in/> for future travel purposes.

College staff can also use the facility to get the vaccine. Staff/Students should carry College ID card when they go to administer the vaccination.