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:

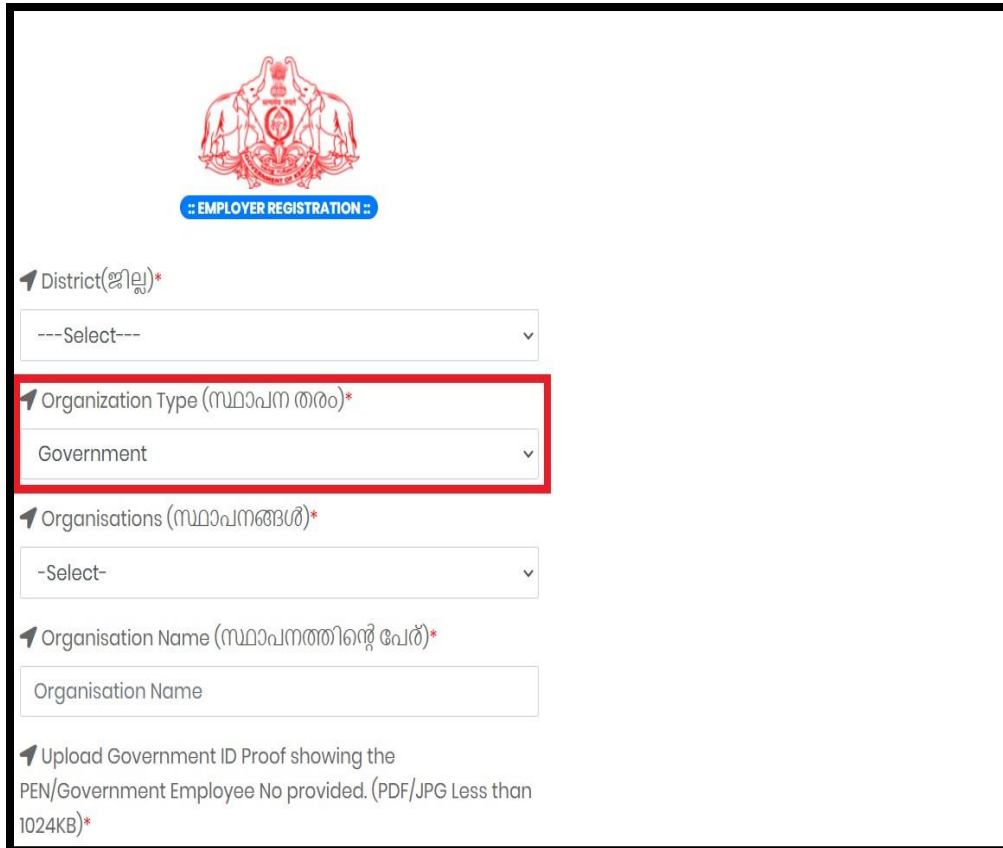**Register on** www.covid19.kerala.gov.in. Select '**Front Line Workers Bulk'** and provide your mobile number. A pop-up message will appear saying "Employer Not Registered. Please fill the form to Register" and a space for providing your Aadhaar number will be displayed.

Step 2:

Enter your details. Under Organization Type tab, Choose "Government"

Under 'Organisations' tab, select "Professional Students of APJ Abdul Kalam Technological University"

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).

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.