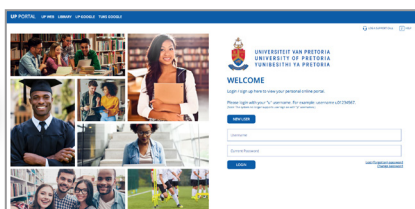


As a UP Staff member, you can schedule your vaccination booking on the date and time that suits you via the UP portal.

MAKE SURE YOU REGISTER ON THE **EVDS SITE** BEFORE MAKING THIS BOOKING.

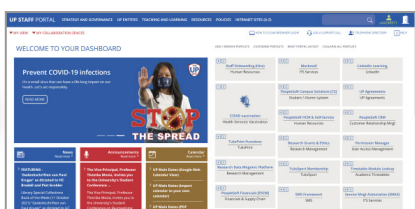
01



Navigate to the UP portal via [this link](#) and click on the **"My UP Login"** button.

To login, enter your **User ID** - the letter "u" followed by your EMPLID & password.

02



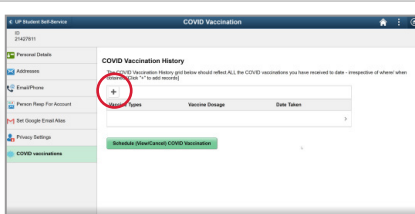
You will be taken to the **"UP STAFF PORTAL"** page.

03



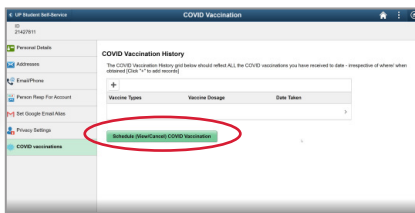
Proceed by clicking on the **"COVID vaccination"** portlet.

04



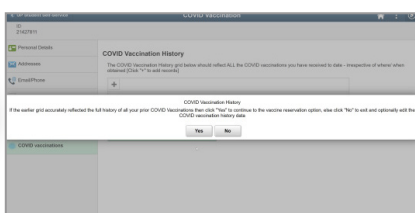
It'll take you to the **"COVID Vaccination History"** page. Should you wish to add a prior vaccination click on the **" + "** button.

05



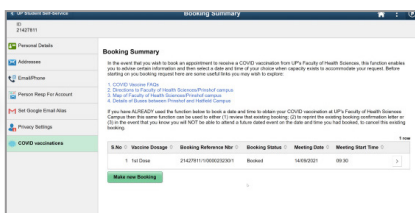
If you have never received a COVID vaccination before then you can immediately click on the **"Schedule (View/Cancel) COVID Vaccination"** button.

06



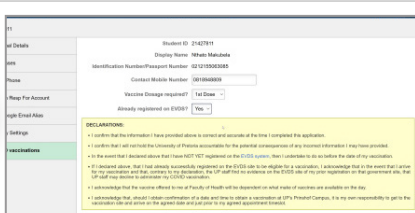
Once you click the **"Schedule (View/Cancel) COVID Vaccination"** button to proceed with scheduling your 1st, 2nd or 3rd dose of a COVID vaccine, you will see a **"COVID Vaccination History"** notification. If your data in the earlier COVID Vaccination History grid is accurate and updated, click **"Yes"**.

07



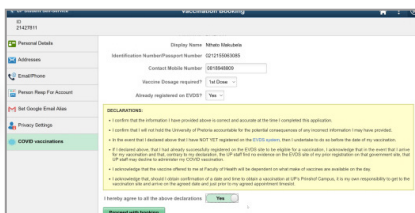
You will then be redirected to the Booking Summary page. The blue URLs will take you to various useful links such as the COVID Vaccine FAQs and the Hatfield-Prinshof bus schedule. To make a new reservation click the **"Make new Booking"** button.

08



- At the Vaccination Booking page, select whether you need to receive your 1st or 2nd vaccine dose. Indicate whether or not you are already registered on EVDS. If you agree with the declarations switch to **"Yes"**.
- If you have **NOT REGISTERED** on the EVDS complete your registration at the soonest opportunity before your appointment as you cannot be vaccinated without an EVDS registration voucher. <https://www.gov.za/covid-19/vaccine/evds>.

09



Click on the **"Proceed with booking"** button to access the calendar and select a suitable date for your vaccination.

10



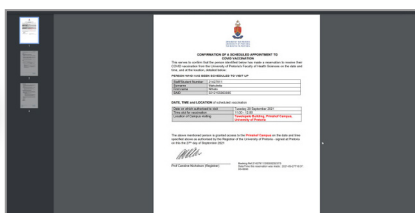
Select your date of preference, then click the **"Next"** button on the top right of your screen. Then select your preferred time and click **"Next"**.

11



Having selected a date and a time slot, click on the **"Confirm this reservation"** button.

12



Here you will find the details of your booking. Click on the **"Print Reservation Confirmation"**.

You can then either print or save the PDF to your device.

13

BOOKING COMPLETE!

A message will appear to advise that your confirmation letter has been sent to your UP/preferred email address.

On the day of your appointment, have the following at hand:

- Hard / soft copy of your booking confirmation
- Identification in the form of you student card, ID, passport or driver's license.

You can access your reservation confirmation PDF or cancel your booking at any time by navigating to your **"COVID Vaccination History"**.

- Click on the **"Schedule (View/Cancel) COVID Vaccination"** button, click **"Yes"** on the notification. This will take you to the **"Booking Summary"** page.
- Click on the angle bracket **">"** and you will be taken to the **"Confirm Reservation"** page.
- Click on **"Print Reservation Confirmation"**, to re-print or **"Cancel Reservation"** if you wish to cancel your booking.