Faculty of Health Sciences
Fakulteit Gesondheidswetenskappe
Lefapha la Disaense tša Maphelo

UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

ONLINE VACCINATIONS BOOKING SYSTEM GUIDE

STUDENT GUIDE

As a UP Student, 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 _____ and click on the **"My UP Login"** button.

To login, enter your **User ID** - the letter "u" followed by your 8 digit student number & password.

02
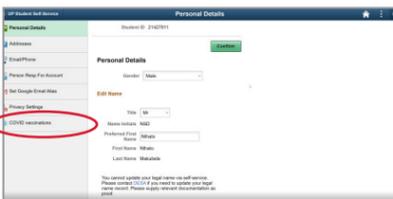Then select the portlet labelled **"Student Centre"**.

03
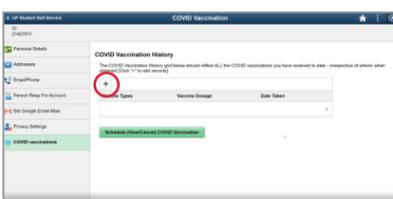The next page is the **"UP Student Self-Service"** page.

Select the portlet labelled **"Personal Information"**.

04
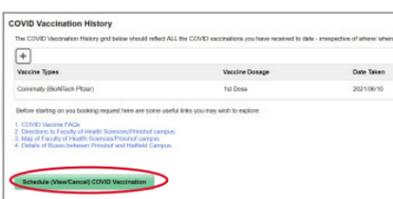Then select **"COVID vaccinations"** from the menu on the left.

05
It'll take you to the **"COVID Vaccination History"** page.

Should you wish to add a prior vaccination click on the **" + "** button.

06
If you have never received a COVID vaccination before then you can immediately click on the **"Schedule (View/Cancel) COVID Vaccination"** button.

07
Once you click the **"Schedule (View/Cancel) COVID Vaccination"** button to proceed with scheduling your 1st or 2nd dose of a COVID vaccine, you will see a **"COVID Vaccination History"** notification. If your data in the earlier COVID Vaccination History grid was accurate and complete, click **"Yes"**.
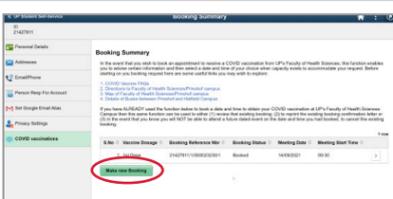
08
You will then be redirected to the Booking Summary page. The blue URLs will take you to various useful links such as the COVID Vaccine FAQs and the Hatfield-Prinshof bus schedule. To make a new reservation click the **"Make new Booking"** button.
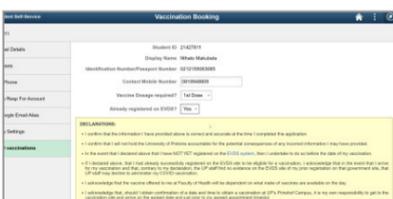
09
- At the Vaccination Booking page, select whether you need to receive your 1st or 2nd vaccine dose. Indicate whether or not you are already registered on EVDS. If you agree with the declarations switch to **"Yes"**.
- If you have **NOT REGISTERED** on the EVDS complete your registration at the soonest opportunity before your appointment as you cannot be vaccinated without an EVDS registration voucher. **https://www.gov.za/covid-19/vaccine/evds.**
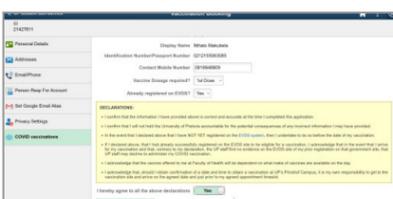
10
Click on the **"Proceed with booking"** button to access the calendar and select a suitable date for your vaccination.

11
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"**.

12
Having selected a date and a time slot, click on the **"Confirm this reservation"** button.

13
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.

14
BOOKING COMPLETE!
A message will appear to advise that your confirmation letter has been sent to your @tuks.co.za email address.

On the day if 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.