

**Date:** 4 February 2021

**Circular No.** H13 of 2021

**To:** All heads of Divisions, Directorates, Chief Directorates, Heads of Institutions, Regions, Districts and Sub-structures

**Guideline for Health Worker Registration on the EVDS Self-Registration System**


The National Department of Health is developing the Electronic Vaccine Data System (EVDS) to be the data system used for the administering of COVID-19 vaccines in the private and public sector. One of the components of this is an online system where health workers can register themselves for the vaccine. This guideline will take you through the process to register as a health worker using the EVDS Self-Registration system. It is important to note that at this point, registration is only open to health workers. The entire process takes approximately 2 minutes to complete.

You can access the registration site at <https://vaccine.enroll.health.gov.za>

This will take you to the landing page below.

**Screen 1: Landing Page**

EVDS Self Registration



**health**  
Department:  
Health  
REPUBLIC OF SOUTH AFRICA

This is a self-registration portal for **Health Care Workers ONLY** as part of the Phase 1 rollout of the Electronic Vaccine Data System.

- By completing this form, you confirm that you are a Healthcare Worker and can provide identity documentation and healthcare worker proof of employment at the time of vaccination
- Self-registration is available to all public, private, clinical and non-clinical healthcare workers
- Vaccination and self-registration on the EVDS is voluntary
- Self-Registration **DOES NOT** guarantee you will be vaccinated in this Phase
- Eligibility of the vaccinee will be determined by the NDOH based on priority population groups
- Eligible vaccinees will be provided with notification and instructions on how and where to receive the vaccination

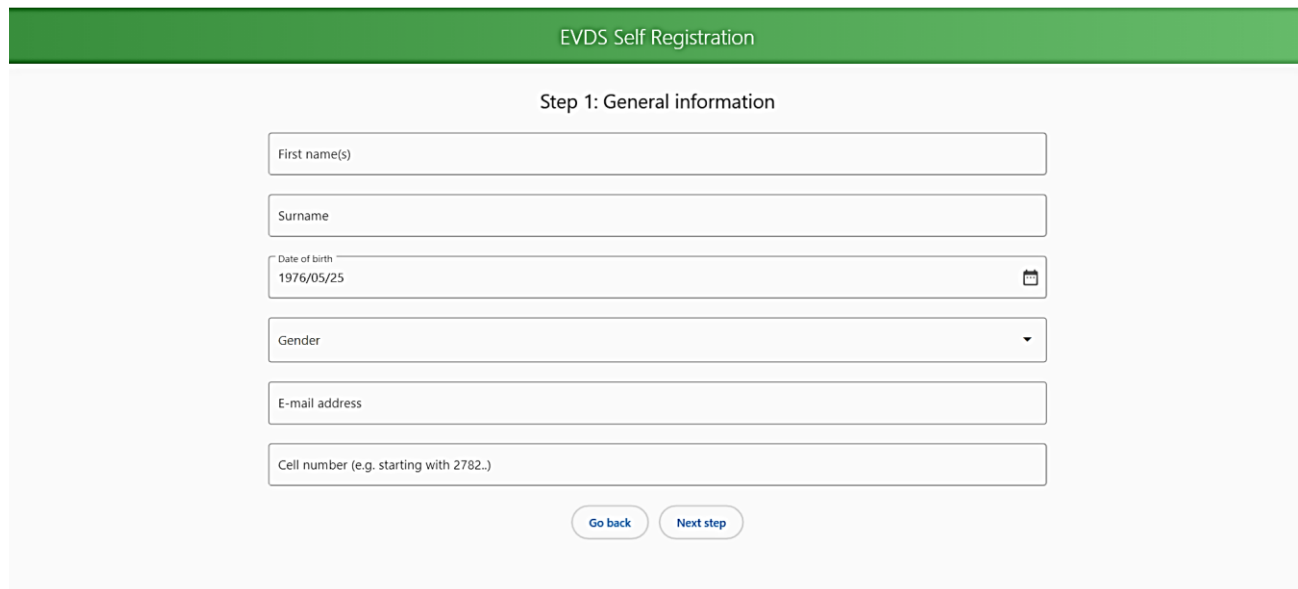
For more information, terms and conditions please visit:  
<https://sacoronavirus.co.za/evds/tscs/>

Self register using ID

Use passport

You can begin the process by entering your ID or passport number.

## Screen 2: General Information



The screenshot shows a web form titled "EVDS Self Registration" with a green header. Below the header, the form is titled "Step 1: General information". It contains six input fields: "First name(s)", "Surname", "Date of birth" (with a calendar icon and the example date "1976/05/25"), "Gender" (a dropdown menu), "E-mail address", and "Cell number (e.g. starting with 2782...)". At the bottom of the form are two buttons: "Go back" and "Next step".

Once you enter your ID or passport number, you will be taken to screen 2, where you will be asked to complete the following fields:

- First name(s)
- Surname
- Date of birth
- Gender
- E-mail address
- Cell number

It is important to note that when you enter your cellphone number, you will start with the country code 27. You will then enter your cellphone number without the starting 0 e.g. if your cell number is 0821234567, then you will enter it as 27821234567 in the block for Cell number. You will not be able to go to the next page if you do not fill in the cellphone number in the requested format.

Once you fill all the blocks, click next page.

### Screen 3: Employment and Medical Aid details

The screenshot shows a web form titled "EVDS Self Registration" with a green header. Below the header, the title "Step 2: Employment and Medical Aid" is centered. The form contains several input fields: a text box for "Name of primary employer", a text box for "Job title", a dropdown menu for "Patient Facing" with a small downward arrow, a text box for "Health professional" with a small downward arrow, a dropdown menu for "Medical aid scheme name" with a small downward arrow, and a text box for "Medical aid number (optional)". Below the form fields are two buttons: "Go back" and "Next step".

Screen 3 will require you to provide employment and medical aid details. The following fields will need to be completed:

- Name of primary employer
- Job title
- Patient facing – this field give you 2 options- yes or no. If you click yes, a field will automatically appear- Patient Facing Type.
- Patient facing type: this field give you 4 options:
  - Casualty/Accident and Emergency
  - COVID ICU/HC/WARD
  - Emergency Medical Services (EMS)
  - General
- Health Professional – this field give you 2 options- yes or no. If you click yes, a field will pop up for your professional body registration number.
- Practice number- this field will only pop up if you indicate that you are a health professional.
- Medical aid scheme name- there is a drop down menu with a list of medical aid scheme names
- Medical aid number

It is important to note that if you leave the professional body registration number and practice number fields blank, you will still be allowed to proceed to the next page.

The Medical aid scheme name is required but the medical aid number is optional.

Click next step

## Screen 4: Primary Location of Work

EVDS Self Registration

Step 3: Primary Location of Work

Province

▼

Work address

Go back

Next step

## Screen 4: Additional fields

EVDS Self Registration

Step 3: Primary Location of Work

Province

Western Cape

▼

District

Cape Town MM

▼

Sub-district (Local municipality)

CT Western SD

▼

Health establishment

Other

▼

If your facility is not listed, select Other at the bottom of the list

Health establishment name

Work address

|

Work address is required

Go back

Next step

Screen 4 has multiple new fields that appear once you complete preceding fields.

The following fields must be completed:

- Province
- District
- Sub-district
- This is the health establishment where you work. The facilities are arranged alphabetically. If you do not see the place where you work on the list, please select **other** at the bottom of the list. You will then be prompted to write in your health establishment's name.
- Work Address

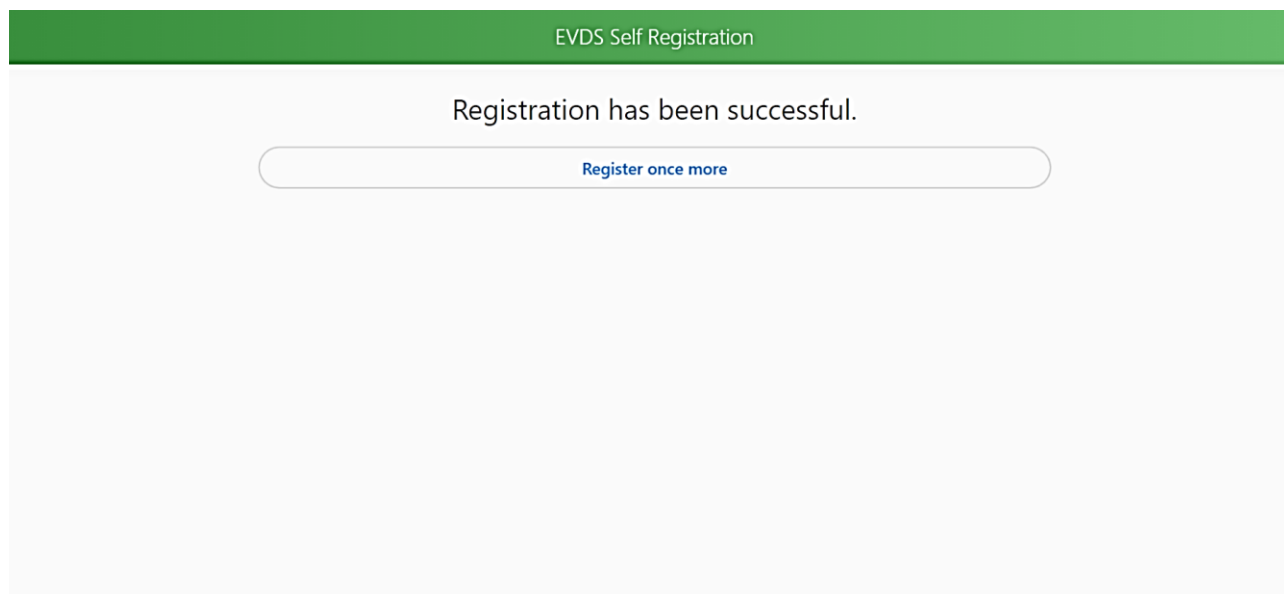
Click next step

### Screen 5: Terms and conditions

The screenshot shows a web interface for 'EVDS Self Registration'. At the top is a green header with the text 'EVDS Self Registration'. Below this is a section titled 'Terms and Conditions'. It contains a checkbox with the text 'I agree to the terms and conditions as per the bottom of this page'. Below the checkbox is a large text input field with the placeholder text 'Comments (optional)'. At the bottom of the section are two buttons: 'Go back' and 'Submit registration'. Below these buttons is a link that says 'Terms and Conditions Click to read' with a downward arrow icon. At the very bottom of the page, there is a small source URL: 'Source: https://sacoronavirus.co.za/evds/tscs/'.

You can click and read the terms and conditions. You can also leave a comment. If you are satisfied, you can click the box where you agree to the terms and conditions.

## Screen 6: The final screen



EVDS Self Registration

Registration has been successful.

[Register once more](#)

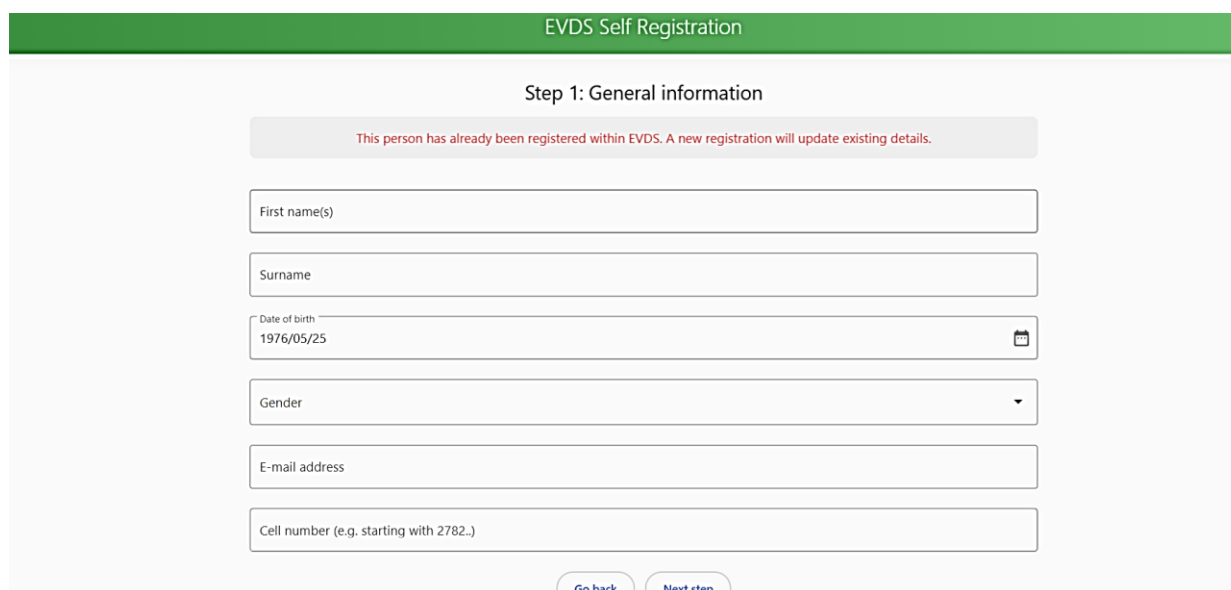
This is the final screen. When you see this, you should also receive an SMS confirmation that you have registered. The SMS will say the following:

**Dear Mr/Ms XX you have successfully registered on the National Department of Health Electronic Vaccine Data System on [date]. You will be contacted via SMS regarding next steps.**

If you do not receive an SMS, you should click the register once more button and restart the registration process.

## Questions

### 1. What will happen if I enter the registration portal again?



EVDS Self Registration

Step 1: General information

This person has already been registered within EVDS. A new registration will update existing details.

First name(s)

Surname

Date of birth  
1976/05/25

Gender

E-mail address

Cell number (e.g. starting with 2782.)

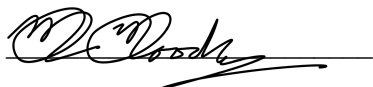
[Go back](#) [Next step](#)

If you enter the portal again, you will see a message that states: **“This person has already been registered within EVDS. A new registration will update existing details”**. Entering the system again and going through the registration process will update your details.

**2. If I am not pre- registered, will I still be able to receive the vaccine?**

Yes. If you are not pre-registered, and you arrive at the vaccine site, we can register you on-site before you receive the vaccine.

**The Western Cape Department of Health requires all health workers to register on the EVDS Self-Registration system. This will allow for a more efficient vaccination process.** Email any queries to [melvin.moodley@westerncape.gov.za](mailto:melvin.moodley@westerncape.gov.za)

A handwritten signature in black ink, appearing to read 'M Moodley', with a horizontal line extending to the right.

Dr M Moodley: Director, Health Impact Assessment