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## **Volunteer Hub** How to update your COVID-19 vaccination details with DFES



dfes.wa.gov.au

## How to update your COVID-19 vaccination details with DFES including your vaccination certificate

1. Log in to your profile on the Volunteer Hub: <u>https://volunteerhub.dfes.wa.gov.au/logon</u>

Complete the registration process if you have not used the Volunteer Hub before.

For staff: access through your Employee Kiosk.

Volunteer Hub	
The Volunteer Hub is a place where Western Australian emergency service volunteers can share and find info	rmation about their related activities.
Image: Control of the state of the	Data valid as at 300/2021
5 Reasons to use the Volunteer Hub	Log in
I. Your Profile  View your volunteer profile. See your awards, service and response history	Log in as Volunteer >
Connect with us Access information and support from the DFES team.	Don i nave a kogin/ Register here > DFES Staff login
3. Find Resources	

2. You have now logged in and will see the Volunteer Hub homepage. Scroll down the page to the My Support section and click on the Health and Safety button.

♡ My Support				n Customise My Support
	Here you'll find al	I the support services DFES provi	des to assist you.	×
Grievances	Health and Safety	IT and Technical Support	Mental Health and Wellness	Standards and Conduct
Strategic Volunteer and Youth Programs	Support for your Employer	Training and Opportunities	<b>O</b> Volunteer Hub Help	Youth Safety

3. From the Health and Safety support section, select COVID-19 Information.



4. The COVID-19 page provides information and resources to support you as an emergency services volunteer during the pandemic.

Frequently asked questions	>	COVID-19 Vaccine	>	COVID-19 Update Videos	>
Processes for suspected or known case of COVID-19	>	Circulars and Interim Operation. Procedures	2	Recommended sources of information about COVID-19	>
Safety and hygiene resources	>	Looking after your physical and mental wellbeing	>	Communication tools to connect with the community	>
Tips for connecting with your team	>				

## 5. The COVID-19 Vaccine section includes information about:

- 1. find out how and where to get vaccinated;
- 2. how to access your vaccination certificate from MyGov; and
- 3. how to provide evidence to DFES that you have received your vaccination.

COVID-19 Vaccine Collapse ^
Fire and emergency services volunteers are now required to have received their first vaccination by 31 December and be fully vaccinated by 31 January 2022.
Volunteers who have not complied with the specified dates will not be allowed to remain at or enter fire and emergency services sites.
To book your appointment visit Vaccinate WA or call 13 COVID (13 268 43) for assistance.
Visit Vaccinate WA website 1. Go to site
Volunteers will also need to provide evidence of their vaccination status to DFES. The easiest way to obtain this evidence is through the MyGov website.
You will need an account, which can be created here.
You will also need to link your Medicare account to MyGov - instructions on this process can be found here.
The button below will take you to MyGov. See further below for instructions on advising DFES of your vaccination status.
Access your myGov account 2. Go to site
Volunteers who have only received one dose of a COVID-19 vaccine are asked to enter the date of their first vaccination in the Volunteer Hub using the form below.
If you have obtained your COFID-19 vaccination certificate from MyGov, you can also upload this to the Hub using the form below. An instructional guide is available here.
There will be alternative options made for volunteers to advise DFES of their vaccination status in the coming days.
Upload your COVID-19 vaccination details with DFES <b>3.</b> Go to form

When ready to upload your vaccination details with DFES, use the third button as indicated above.

COVID-19 vaccination certificate	
For volunteer use only, staff access through Employee Kiosk.	
Name	
ARNOLD RECALL	
Email	
volunteering@dfes.wa.gov.au	
Volunteer Number	
185397	
27/09/2021 Calendar picker	
If you have completed a second dose, enter the date and attach the PDF certificate from MyGov. Otherwise leave blank	
19/10/2021 Calendar picker	
Vaccination Certificate Please scan as a PDF file (less than 1 MB) and attach here. Uploaded File: VRS-000000015.pdf Upload file	
Submit	

Ensure you are using a web browser such as Google Chrome, Microsoft Edge or Apple Safari to access all features of the upload function – including the calendar date picker illustrated above.

Internet Explorer is not supported and will be phased out by most countries in 2022.

6. Once you have updated your vaccination details in the Volunteer Hub, you can visit the My Profile section in the Volunteer Hub to see your current vaccination status registered with DFES.



7. Scroll down to My Details and you will see information about your COVID-19 vaccination status registered with DFES. If you need to update this at any time, go back to the COVID-19 page in Health and Safety support section: <u>https://volunteerhub.dfes.wa.gov.au/home/support/health-and-safety/novel-coronavirus</u>

y Details		Collapse -
Name	Mr ARNOLD TEST RECALL (MALE)	
Date of Birth	01/01/1945	
Volunteer Number	185397	
BGU(s)	MAPS WA VFES, EDUCATION & HERITAGE VFES	
Occupation	TEST USER ACCOUNT UPDATED (FULL TIME)	
Drivers Licence	#A123456 - Car (C) Class	
Personal Email	volunteering@dfes.wa.gov.au	
Phone	1234 567 890 1234 5678	
Residential Address	20 STOCKTON BEND, COCKBURN CENTRAL, 6164	
Emergency Contact	JANE SMITH (PARTNER) 20 STOCKTON BEND, COCKBURN CENTRAL (Ph) 1234 5678	
Language Spoken	ENGLISH	
Other Information	Y	
Ethnic Background	WESTERN EUROPEAN	
Aboriginal/Torres Strait Islander	N	
Working with Children Check	-	
Vaccine Type	COVID-19 Vaccination 2 doses (Fully vaccinated)	
Vaccine Date	19/10/2021	