

How to sign up to RAVS

Step 1 – Go to the [RAVS website](https://www.ravs.england.nhs.uk/login) <https://www.ravs.england.nhs.uk/login>

Step 2 – Click on 'Sign up for free'

Step 3 – Search for your Pharmacy, select from the list and click continue

Sign up for your pharmacy

You can sign up if you are a community pharmacy offering NHS vaccinations.

If you need to sign up for more than 1 pharmacy, you can use this form multiple times.

Find your pharmacy

Search by name or ODS code

Step 4 – Check the details are correct for your Pharmacy and it is the correct site you want to sign up for RAVS.

Step 5 Select all the vaccination programmes you are signed up for.

! This is multi choice so you can select all on one application

What vaccinations do you want to record?

Select all the options that are relevant to you.

☐ COVID-19

☐ Flu

☐ MenB

Continue

Step 6 – Enter your details in the appropriate boxes

! Ensure you provide a personal nhs.net email address, not a generic or shared email address

Your details

Use your personal nhs.net email, not a pharmacy email.

First name

Last name

Email address

For example, joe.bloggs1@nhs.net

Continue

Step 7 – Check your answers to ensure everything is correct

Step 8 – Click confirm

Step 9 – Now check your email as you should instantly receive an email which includes:

- How to log in
- How to add more users to your pharmacy
- Links to training webinars and user guides

! If you cannot find the email, check your spam or junk folders

! Please be aware that the email mentions resetting your OKTA password. This is just something you may be asked to do.

! If the user does not receive an email to reset their password when requested or has any issues with resetting their password, they need to log a ticket via the [NHS National IT Customer Support Portal](https://www.support.digitalservices.nhs.uk/csm) (www.support.digitalservices.nhs.uk/csm)