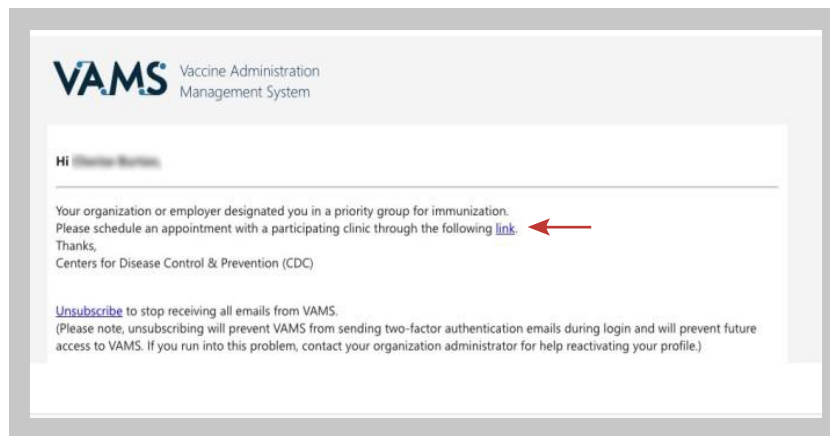


# CREATE YOUR VAMS ACCOUNT AND SCHEDULE YOUR FIRST VACCINE APPOINTMENT

## Create Your VAMS Account

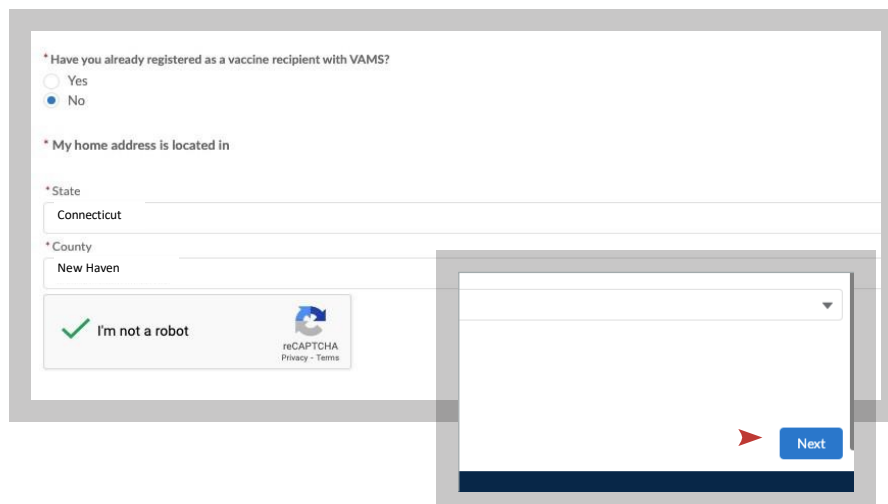
Follow these steps:

**Step 1** -- When you are uploaded in the Vaccine Administration Management System (VAMS), an email is sent to your registered email account with a link to create your account and then schedule your first vaccination appointment. Click on the blue 'link' in the email to begin.



**Note:** Bookmark the VAMS Login page in your web browser to access it quickly.

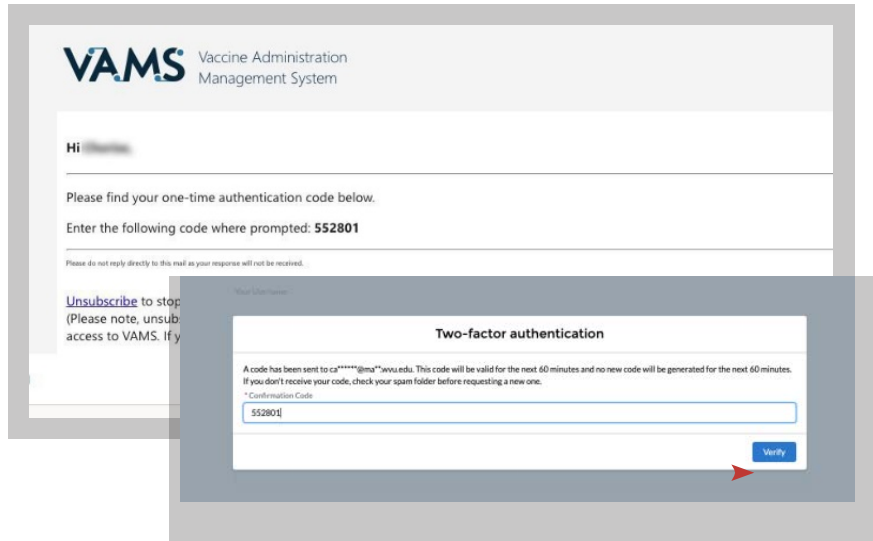
**Step 2** -- On the **VAMS Welcome** page, select **No** indicating you have not previously registered in VAMS. Then use the drop-down menus to select Connecticut as your State and the County you live in. Click on the 'I'm not a robot' checkbox. Select **Next** when you are finished.



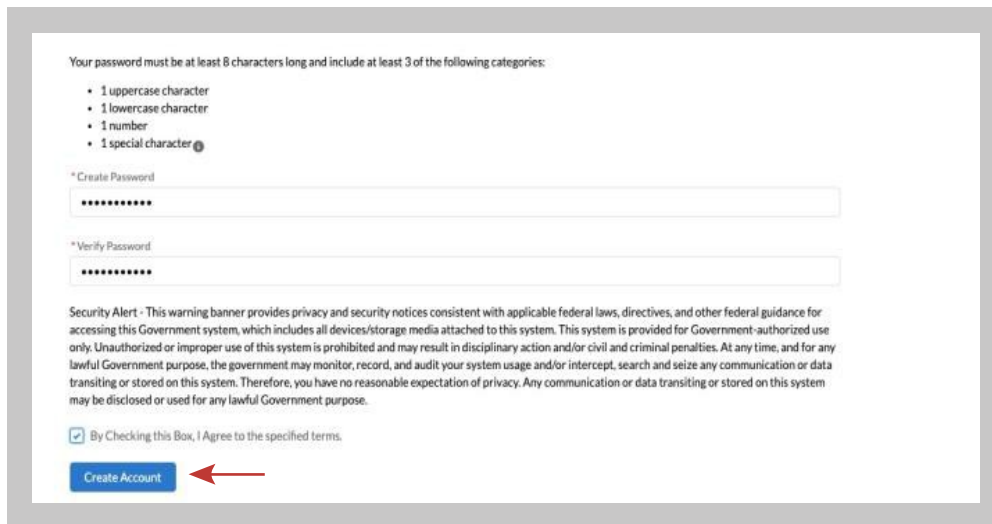
The screenshot shows the VAMS registration form. It includes the following fields and options:

- \* Have you already registered as a vaccine recipient with VAMS?  
 Yes  
 No
- \* My home address is located in
- \* State  
Connecticut
- \* County  
New Haven
- I'm not a robot (with reCAPTCHA logo and "Privacy - Terms" link)
- Next button

**Step 3 --** To confirm your identity, another email is sent to your registered email account with a 6 digit confirmation code. Open the email from VAMS/CDC and find the code. Enter that code in the Two-factor authentication window and select **Verify**.

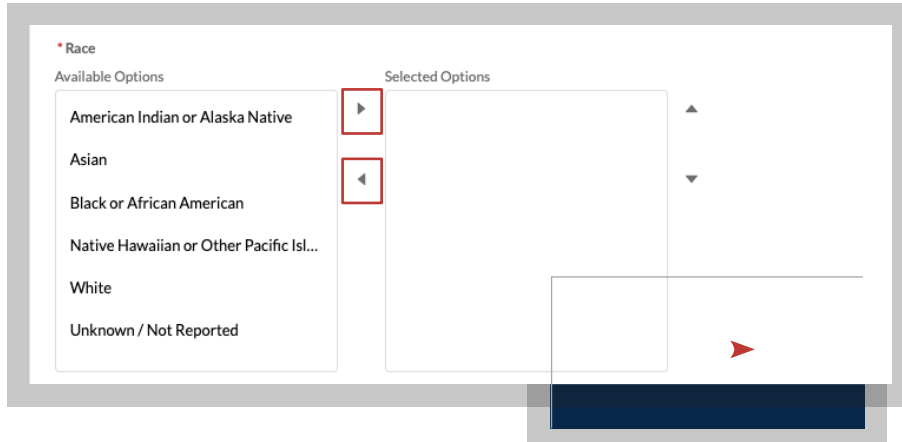


**Step 4 --** Create your VAMS password according to the criteria indicated. Re-enter the password. Select the box to agree to the specified terms and then select **Create Account** when you are finished.



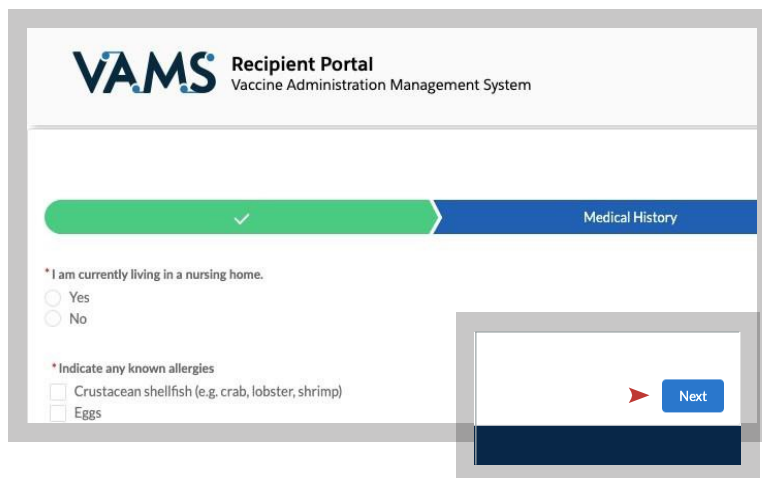
**Note: Be sure to write down or save your password– you will need it each time you access VAMS.**

**Step 5 --** On the **My Information** tab, use the text fields and drop-down menus to complete your demographic information. Select **Next** when you are finished.



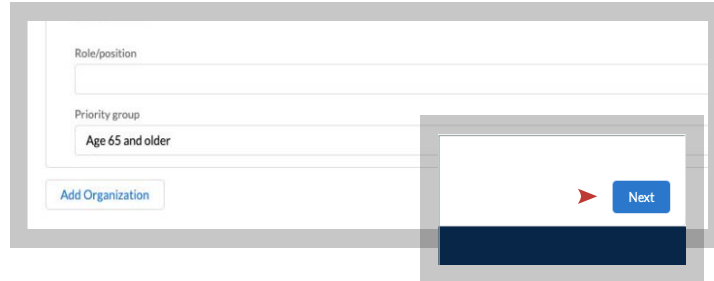

**Note:** Under Race, click on the Race and then click on the arrows to move selections to and from the Selected Options box. Further, do not use parentheses or dashes in the Cell Phone field. Enter your phone number in the following format: 2033456789

**Step 6 --** On the **Medical History** tab, use the text fields and drop-down menus to complete your medical information. Select **Next** when you are finished. Fields with an asterisk must have data to continue.



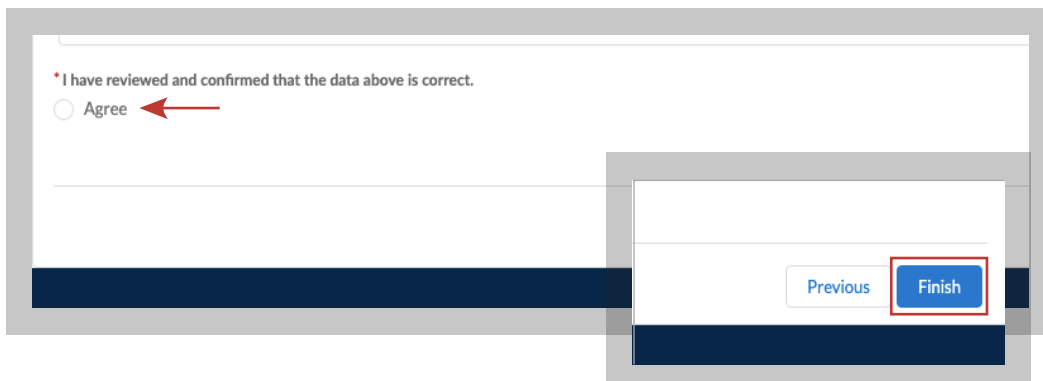

**Note:** Your insurance information is not required.

**Step 7 --** On the **Organization** tab, enter your role/position if you are currently working and select your priority group. Select **Next** when you are finished.



A screenshot of a web form titled "Organization". It contains two input fields: "Role/position" and "Priority group". The "Priority group" field has "Age 65 and older" selected. Below the fields is an "Add Organization" button. A red arrow points to a "Next" button in a blue box on the right side of the form.

**Step 8 --** On the **Review** tab, confirm all the information you have entered is correct. If not, click on Previous to make changes. Select **I Agree** then select **Finish** to proceed to scheduling your appointment.

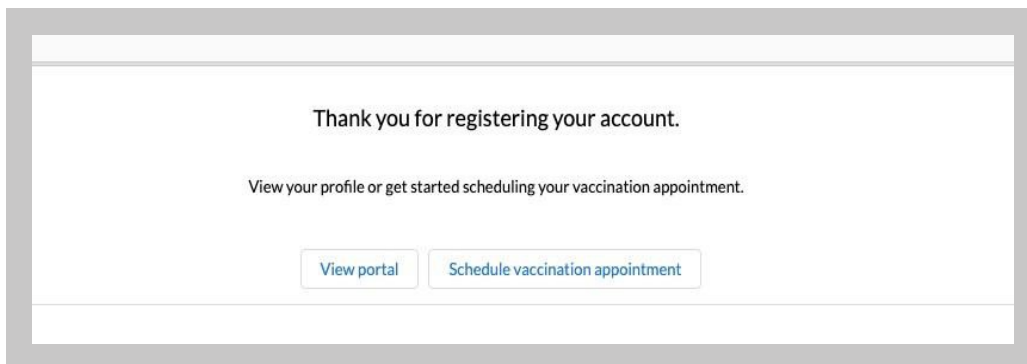


A screenshot of a web form titled "Review". It contains a confirmation message: "\* I have reviewed and confirmed that the data above is correct." Below this is a radio button labeled "Agree" with a red arrow pointing to it. At the bottom right, there are two buttons: "Previous" and "Finish". The "Finish" button is highlighted with a red border.



**Note:** You will see a confirmation message saying that your account has been registered.

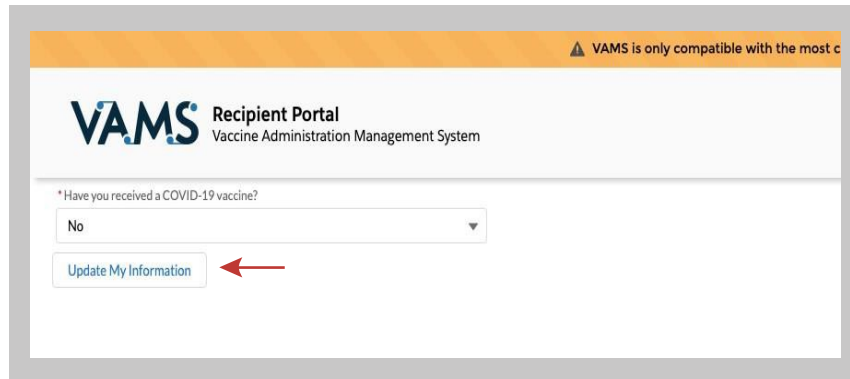
**Step 9 --** Select **Schedule Vaccination Appointment** to move on to the next step.



A screenshot of a confirmation message. The text reads: "Thank you for registering your account." Below this is a link: "View your profile or get started scheduling your vaccination appointment." At the bottom, there are two buttons: "View portal" and "Schedule vaccination appointment".

## Schedule Your Appointment (First Dose)

**Step 1 --** After selecting **Schedule Vaccination Appointment**, select No indicating you have not previously received a COVID-19 vaccine. Click on **Update Information**.



VAMS is only compatible with the most c

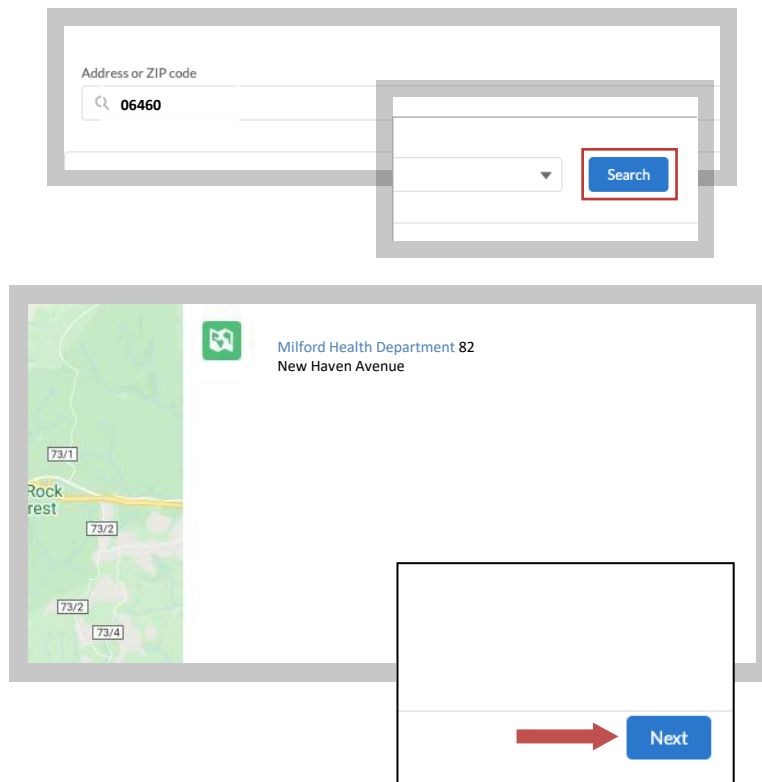
**VAMS** Recipient Portal  
Vaccine Administration Management System

\* Have you received a COVID-19 vaccine?

No

Update My Information

**Step 2 --** In the **Zip Code** field, enter **your zip code** and select **Search**. You can expand your search results by clicking on **Within** to search within a 5-, 10-, 20-, 50-, or 100-mile radius. Then select a clinic location from the results. Be sure to select **Next** when you are finished.



Address or ZIP code

06460

Search

Milford Health Department 82  
New Haven Avenue

Rock rest

Next

**Step 3 --** Select your preferred vaccination date/ time. Available dates appear in black. If appointment slots do not appear for the date you picked, click on another date. Select **Next** to continue.



**Note:** Due to limited vaccine doses, vaccine appointment times will be on a first-come, first-served basis. Please continue to check back as the vaccine scheduling system works like any other reservation system, and appointments are being rescheduled and cancelled at all times. Same-day appointments often become available within the hour.

**Step 4 --** Review your information. Then click on **Submit** to schedule your appointment.

**Step 5 --** You will be directed to a **Confirmation** page. You also will receive a confirmation notification (email or text) of your appointment. Review your information. *You will not need the QR code for your appointment at this time. Please have your ID ready for check in.*

To reschedule your appointment, you first must cancel your original appointment then create a new appointment. Find your appointment confirmation email and select the **Cancel Appointment** link.

**Step 6 --** Complete the medical questionnaire and consent in VAMS prior to your scheduled appointment. You can complete this at the time you book your appointment, or you can log back into VAMS when you receive your reminder notification.



**Note:** If you do not complete the medical questionnaire prior to your appointment, the healthcare professional will ask you the questions before you receive your vaccination.

Pre-vaccination questionnaire form for s

\* Are you currently sick?

Yes

No

\* Indicate any known allergies

Milk

Fish (e.g. bass, flounder, cod)

Eggs

Crustacean shellfish (e.g. crab, lobster, shrimp)

Peanuts

Tree nuts (e.g. almonds, walnuts, pecans)

Wheat

Soybeans

Latex

Gelatin/Egg Protein

Yeast

Neomycin

Thimerosal

Other

No existing or known allergies

\* Have you ever had a serious reaction after receiving an immunization?

Yes

No

\* Have you ever fainted or felt dizzy after receiving an immunization?

Yes

No