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.

**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.

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

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.

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.
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*.

**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.

**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.
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.