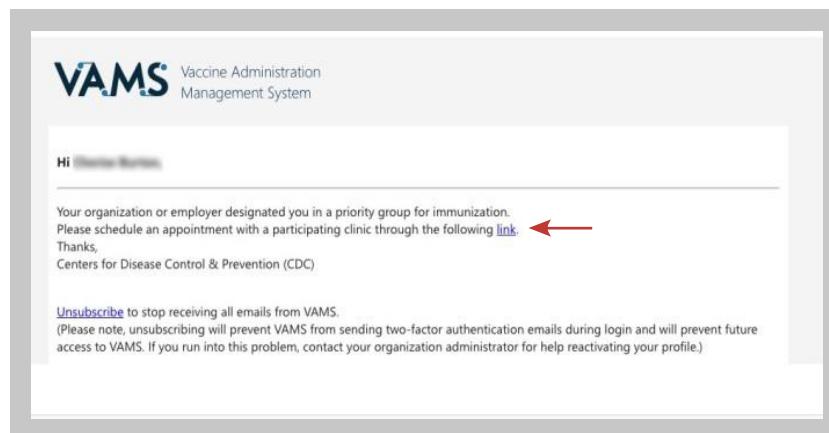


# CREATE YOUR VAMS ACCOUNT AND SCHEDULE YOUR FIRST VACCINE APPOINTMENT

## Create Your VAMS Account

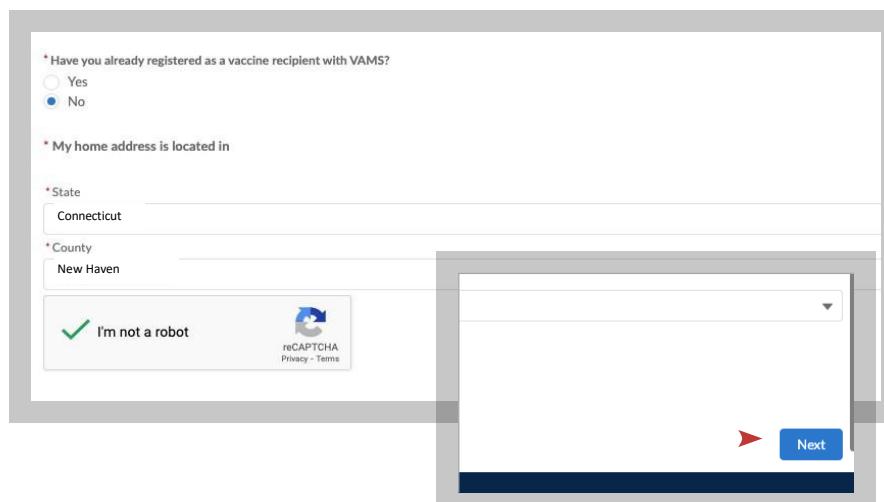
Follow these steps:

**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.



\* Have you already registered as a vaccine recipient with VAMS?  
 Yes  
 No

\* My home address is located in

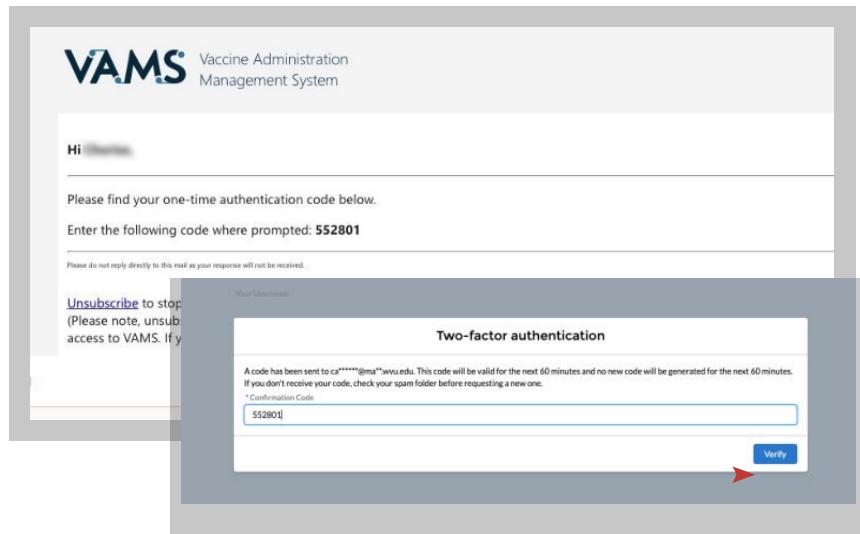
\* State  
Connecticut

\* County  
New Haven

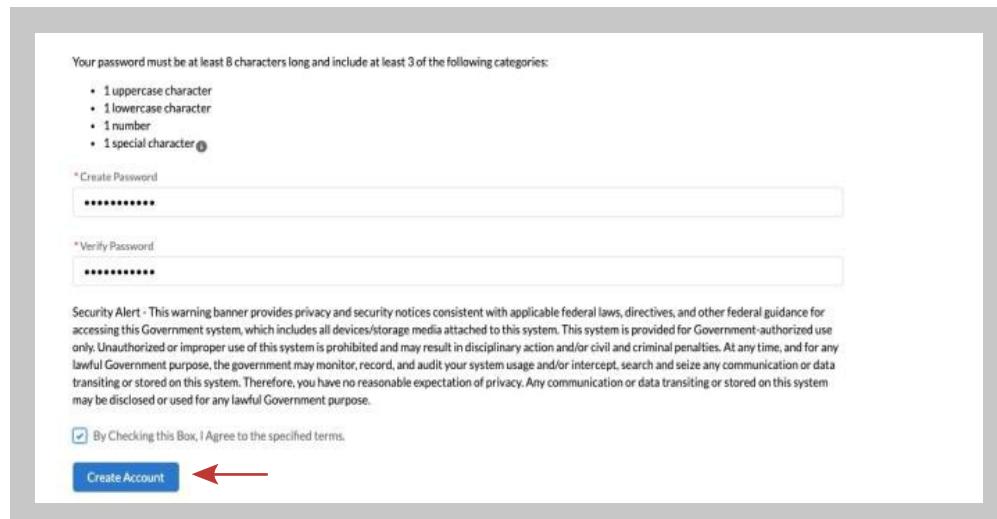
I'm not a robot   
reCAPTCHA  
Privacy - Terms

**Next**

**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.



Your password must be at least 8 characters long and include at least 3 of the following categories:

- 1 uppercase character
- 1 lowercase character
- 1 number
- 1 special character ⓘ

\*Create Password  
\*\*\*\*\*

\*Verify Password  
\*\*\*\*\*

Security Alert - This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

By Checking this Box, I Agree to the specified terms.

**Create Account** ←



**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.



**\*Race**

Available Options	Selected Options
American Indian or Alaska Native	<input type="button" value="&gt;"/>
Asian	<input type="button" value="&lt;"/>
Black or African American	
Native Hawaiian or Other Pacific Isl...	
White	
Unknown / Not Reported	

**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.



**VAMS Recipient Portal**  
Vaccine Administration Management System

**Medical History**

\* I am currently living in a nursing home.

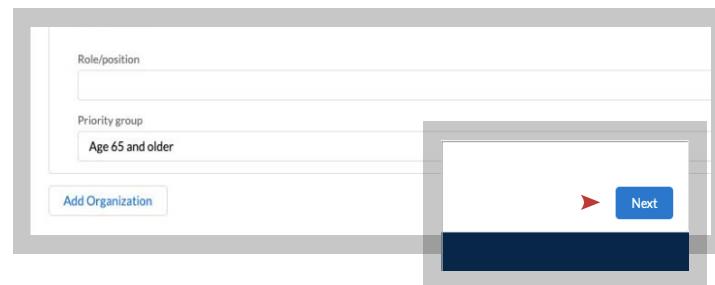
Yes  
 No

\* Indicate any known allergies

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

**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.



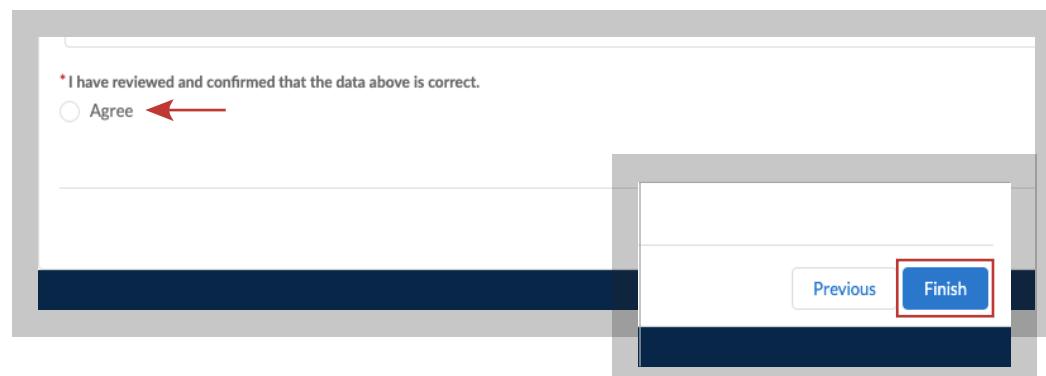
Role/position

Priority group  
Age 65 and older

Add Organization

Next

**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.



\* I have reviewed and confirmed that the data above is correct.

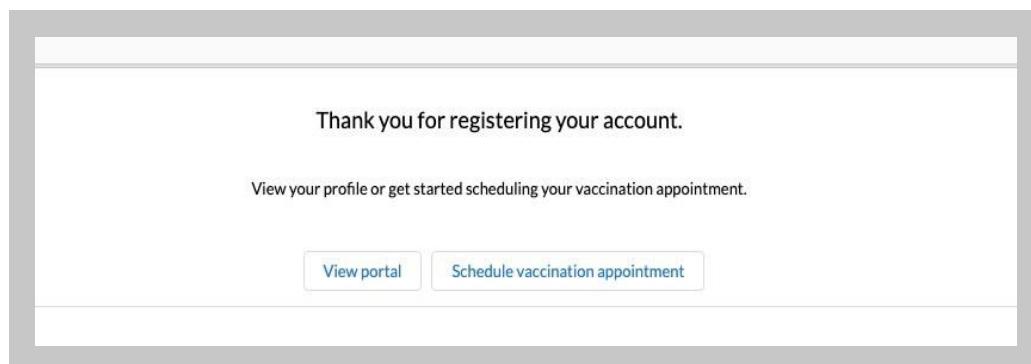
Agree

Previous

Finish

**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.



Thank you for registering your account.

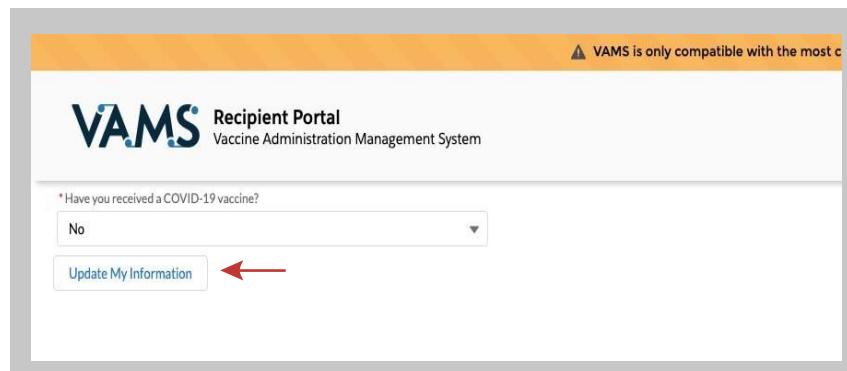
View your profile or get started scheduling your vaccination appointment.

[View portal](#)

[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**.



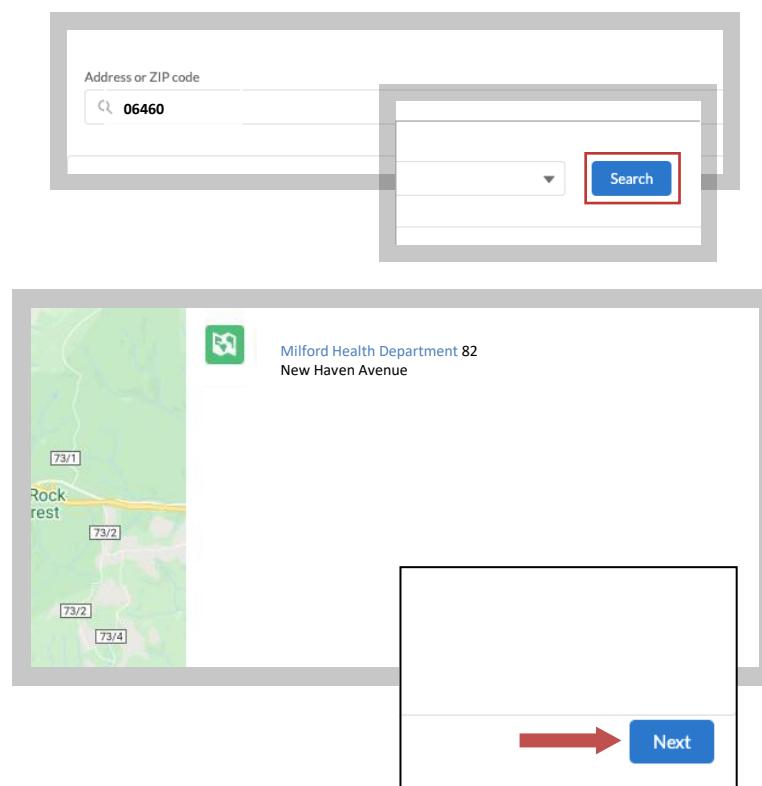
VAMS Recipient Portal  
Vaccine Administration Management System

\* 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

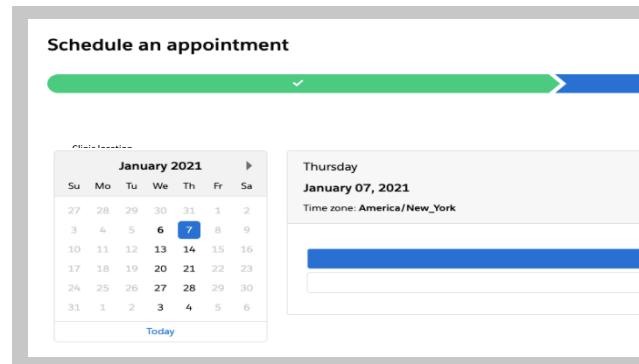
Search

Milford Health Department 82  
New Haven Avenue

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.

Schedule an appointment




**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 [REDACTED]

\* 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