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

![VAMS Vaccine Administration Management System](image)

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.

![Two-factor authentication](image)

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

Step 5 -- On the **Recipient Information** tab, complete your information. Select **Next** when you are finished.
Step 6 -- On the **Insurance** tab, complete your insurance information. Select **Next** when you are finished.

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

Step 7 -- 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 8 -- Select **Schedule Vaccination Appointment** to move on to the next step.
Schedule Your Vaccination Appointment

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

![Before you schedule]

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.

![Schedule your 1st dose appointment]

Step 3 -- Select a clinic and click **Next** to view open appointment dates.

Step 4 -- Select your preferred vaccination date by clicking on the date in the calendar. Available dates appear with a green line.

Step 5 -- Select your **Appointment Time** by clicking on the slot. If appointment slots do not appear for the date you picked, click on another date or return to the Search results to select another clinic. Select **Next** to continue.
Step 6 -- Review your information. Then click on Submit to schedule your appointment.

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 or cancel an appointment, log into the VAMS Recipient Portal and in the My Appointments tab, click the View details/Modify hyperlink next to the appointment you would like to reschedule.

Select Reschedule appointment or Cancel appointment at the bottom of the details page and then follow the prompts.
Step 7 -- Complete the Prevaccination Questionnaire and consent in VAMS prior to your scheduled appointment. You can complete this up to 24 hours prior to your appointment or, you can log back into VAMS when you receive your reminder notification.

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