West Haven Health Department

CREATING YOUR VAMS PROFILE AND SCHEDULING YOUR FIRST VACCINE APPOINTMENT

Creating Your VAMS Profile

You will receive an email to your registered email account from the Vaccine Administration Management System (VAMS) with a link to create your profile and schedule your appointment to receive your first vaccination dose. Select the link in the email to access VAMS.

2. To confirm your identity, a confirmation code will be sent to your email inbox. Open the email from the CDC and find the code. Enter that code in the Two-factor authentication window and select **Verify**.
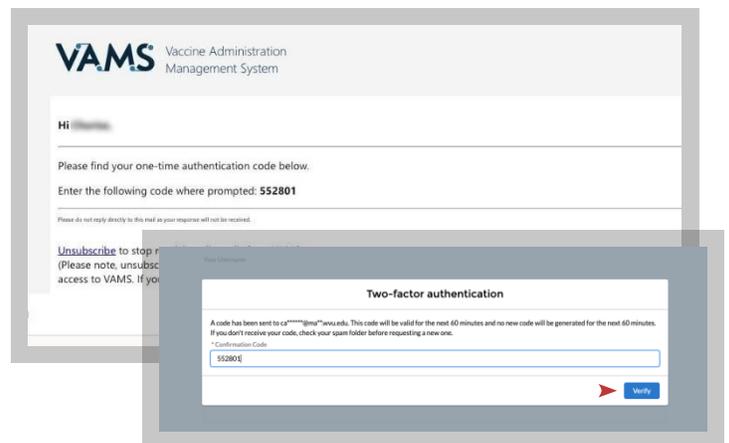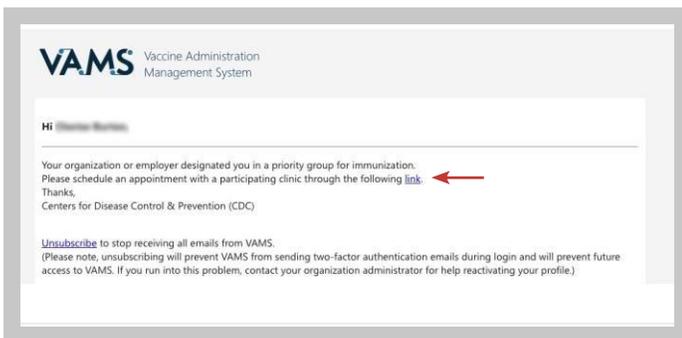
1. On the **Welcome** page, select **No** indicating you have not previously registered. Then use the drop-down menus to select your home state and county. Select **Next** when you are finished.

3. Create your VAMS password. **Be sure to write down or save your password – you will need it each time you access VAMS.** Select the box to agree to the specified terms and then select **Create Account** when you are finished.

4. 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, use 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

5. On the **Medical History** tab, use the text fields and drop-down menus to complete your medical information. Select **Next** when you are finished.

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

6. On the **Organization** tab, enter your role/position and select your priority. group. Select **Next** when you are finished.

7. On the **Review** tab, you will confirm the information you have entered is correct. 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.

8. Select **Schedule Vaccination Appointment** to move on to the next step.

Scheduling Your Appointment (First Dose)

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

2. In the **Zip Code** field, enter **your zip code** and select **Search**. Then select your location option from the results. Be sure to select **Next** when you are finished.

3. Select your preferred vaccination date/time. 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 similar to any other reservation system, and appointments are being rescheduled and cancelled at all times. Same-day appointments often become available within the hour.

4. Review your information. Then select **Submit** to schedule your appointment.

5. You will be directed to a **Confirmation** page. You also will receive email confirmation 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, you first must cancel your original appointment then create a new appointment. Find your appointment confirmation email and select the **Cancel**
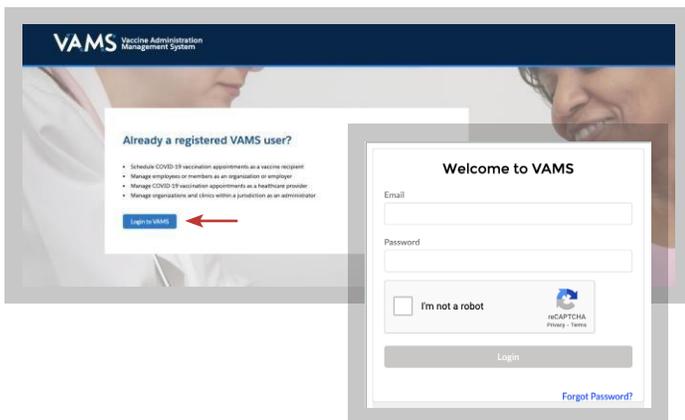
Completing Your Pre-Vaccination Questionnaire

The evening before you are scheduled to receive your vaccination, you will receive an email to your account from VAMS with links to review fact sheets and complete the pre-vaccination questionnaire. Select the link in the email to access VAMS.
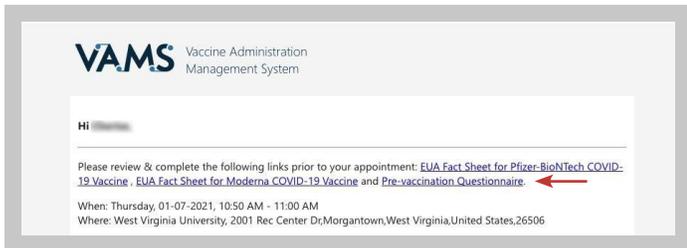

1. Log into VAMS using the email address and password associated with your account.

2. Once logged in, click the **Please complete the pre-vaccination questionnaire for your upcoming appointment** link under the **My Appointments** tab.
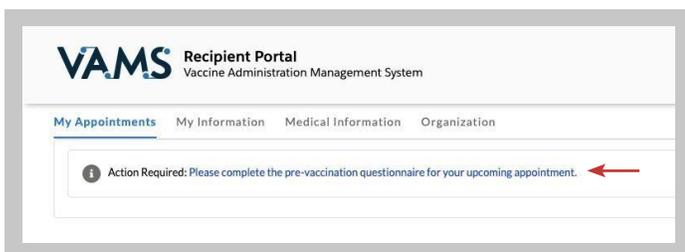
3. Select your response for each question in the questionnaire. If a question is not clear, ask your healthcare provider for further explanation. Once you've answered each question, select the box to acknowledge the Privacy Policy / Terms and Conditions and click **Next**.
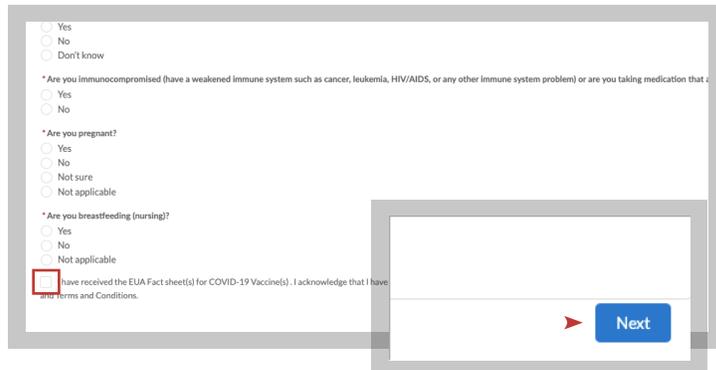
4. You will see a confirmation message saying that your questionnaire has been submitted. Click **Finish** to exit the screen.