

CREATING YOUR VAMS PROFILE AND SCHEDULING YOUR FIRST VACCINE APPOINTMENT

Creating Your VAMS Profile

You will receive an email to your WVU 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.

VAMS	Vaccine Administration Management System	
Please schedule an ap Thanks,	employer designated you in a priority group for immunization. pointment with a participating clinic through the following <u>link</u> .	
<u>Unsubscribe</u> to stop r (Please note, unsubsc	ontrol & Prevention (CDC) eceiving all emails from VAMS. nbing will prevent VAMS from sending two-factor authentication emails during login and will prevent future u run into this problem, contact your organization administrator for help reactivating your profile.)	

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.

Next

 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.

Hi Marian	
Please find your one-time	authentication code below.
Enter the following code w	here prompted: 552801
Please do not reply directly to this mail as your re	ponse will not be received.
Unsubscribe to step a	
(Please note, unsubsc	Your Ulemane
Unsubscribe to stop r (Please note, unsubsc access to VAMS. If you	Two-factor authentication
(Please note, unsubsc	Two-factor authentication A cosh halkens set to cr ^{amme} much. This cosh all be unit to the next 60 minutes. If you don't reache your code will be generated for the next 60 minutes. If you don't reache your code, check your generated for the next equation are not.
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(Please note, unsubsc	Two-factor authentication Acode has been sent to c ^{amme} (may "awards. This code will be valid for the next 30 minutes and no new code will be generated for the next 30 minutes. To find a doct monitory our code, doct your span folder before respecting a new new. "Confirmation-Code"

 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.

	character	
 1 lowercase 	character	
 1 number 		
 1 special cha 	aracter ()	
Create Password		
• Verify Password		
•••••		
accessing this Gov only. Unauthorized lawful Governmen transiting or stored	is sumite particle privacy and security notices consistent with applicable feedball laws, directives, and other federal guidance for mentant system, which clocks all divication private mode attacked to this system. This system is provided for Government or groups out of this system is prohibited and may result indicipality action and/or cloil and criminal panellase. At any time, and for any paragrave, the government my smolth, recercing, and addive usy system as and/or interview and the divise all or system is propose, the government my smolths: recercing, and addive usy system assess and/or interview, teach and sizes any communication or data and not this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system rate of any shuff documents purpose.	

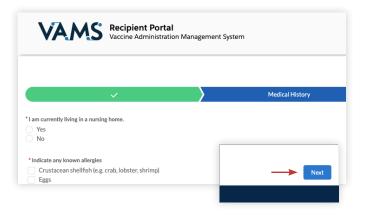
 On the My Information tab, use the text fields and drop-down menus to complete your demographic information. Select Next when you are finished.

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: 3041234567

ailable Options	Selected	Options		
American Indian or Alaska Native	Ĺ		-	
Asian			*	
Black or African American			•	
Native Hawaiian or Other Pacific Isl				
White				
Unknown / Not Reported				
			\rightarrow	

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 WVU role/position and select your priority group. Select **Next** when you are finished.

Role/position	
-	
Priority group	
Age 65 and older	
Add Organization	Next

 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.

		Previous	Finish
		Frevious	Fillisti

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.

Thank you f	or registering your account.	
View your profile or get st	arted scheduling your vaccination appointment.	
View portal	Schedule vaccination appointment	

Scheduling Your Appointment (First Dose)

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

		VAMS is only compatible with the most
VAMS	Recipient Portal Vaccine Administration Management System	
Have you received a COVID-		
No Update My Information	• •	

 In the Zip Code field, enter 26505 for Morgantown and select Search. Then select the WVU EMPLOYEE ONLY option from the results. Be sure to select Next when you are finished.

Q 26505		
		Search
	1 Medical Co	rial STAFF ONLY - SECOND DOSE ONLY (0.59 mi.) enter Drive x, Morgantown, West Virginia OYEE ONLY (1.3 mi.) enter Dr, Morgantown, West Virginia
	142 High St.	Pharmacy Morgantown Dental Group (1.8 mi.) , Morgantown, West Virginia
12/2		Store 58 (3.1 mi.) t, Morgai
73/2	208 Glant Si	

Note: You must only select **WVU EMPLOYEE ONLY** as the vaccination location for your first dose. This is where your assigned dose has been allocated and delivered. Other locations will not have your dose. Select your preferred vaccination date/ time. Select Next to continue.

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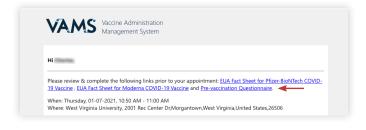
Note: Due to limited vaccine doses, vaccine appointment times will be on a first-come, first-served basis. Please continue to check back as the vaccine scheduling system works similar to any other reservation system, and appointments are being rescheduled and cancelled at all times. Same-day appointments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

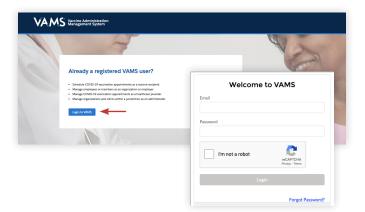
To reschedule, you first must cancel your original appointment then create a new appointment. Find your appointment confirmation email and select the **Cancel Appointment** link. You also can log into VAMS and cancel your appointment.

Completing Your Pre-Vaccination Questionnaire

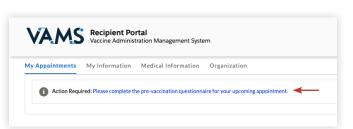
The evening before you are scheduled to receive your vaccination, you will receive an email to your WVU account from VAMS with links to review fact sheets and complete the pre-vaccination questionnaire. Select the link in the email to access VAMS.



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**.

) Yes
No
Don't know
Are you immunocompromised (have a weakened immune system such as cancer, leukemia, HIV/AIDS, or any other immune system problem) or are you taking medication to
) Yes
No
Are you pregnant?
) Yes
No
Not sure
) Not applicable
Are you breastfeeding (nursing)?
) Yes
No
Not applicable
have received the EUA Fact sheet(s) for COVID-19 Vaccine(s). I acknowledge that I have
a more received Conditions.
Next Next

4. You will see a confirmation message saying that your questionnaire has been submitted. Click **Finish** to exit the screen.

