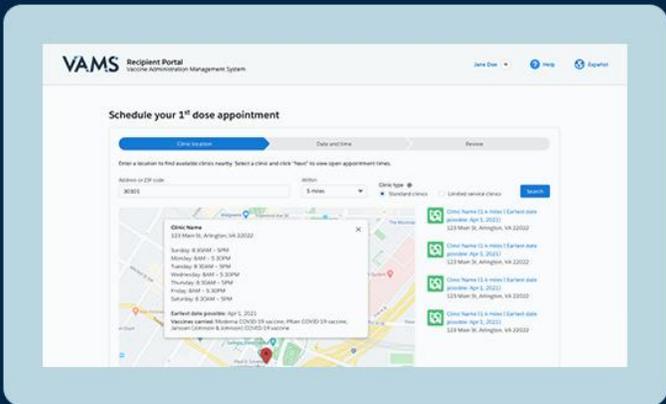


User's Guide: Register and Schedule BCHD T.I.K.E. Vaccination Appointment(s) for Yourself or on Behalf of Someone Else

This guide provides instructions for using the guest registration functionality in VAMS to schedule an appointment and register for Baltimore City Health Department T.I.K.E. vaccination(s). You can use guest registration for yourself or if you are a representative/guardian of vaccine recipient(s), you can use it to schedule vaccination appointment(s) and register for a vaccine on behalf of someone else.



VAMS Vaccine Administration Management System

VAMS is an easy-to-use, secure, online tool to manage vaccine administration from the time the vaccine arrives at the clinic until it is administered.

[VAMS recipient login](#) [Proceed as guest](#)

Not all states and territories use VAMS. Check with your provider or visit the linked [website](#) to see if VAMS is used in your area.

Logging in as a clinic, jurisdiction, or organization?
[Click here to login](#)

To Schedule Your T.I.K.E. Vaccination Appointment, Go To CDC's VAMS login at https://vams.cdc.gov/vaccineportal/s/landingpage?language=en_US , then click on "Proceed as Guest."

VAMS is only compatible with the most current stable version of Edge, Chrome, Mozilla Firefox and Safari.

Recipients have two options for navigating guest registration. They may either “Proceed as a Guest” to schedule an appointment and then register in VAMS (Option 1), or they may pre-register their information in VAMS and not schedule an appointment (Option 2). The second scenario may be useful at clinics that accept walk-in appointments or if the recipient is not yet ready to schedule an appointment. For both options, creating a VAMS account is optional.

Option 1: Schedule an Appointment, Then Register

Step 1: Answer Prescheduling Question(s)

- **Navigate to the VAMS landing page at**
https://vams.cdc.gov/vaccineportal/s/landingpage?language=en_US
- **Select “Schedule Your Appointment”**
- **Select** the state (Maryland) where you want to get vaccinated.
- **Select** the vaccine(s) you want to schedule an appointment for by checking at least one box next the desired vaccine, or you may select “General Appointment.” If you have selected “General Appointment,” then type in the Appointment Reason and Brief Description (as shown below).

Welcome to VAMS

Please note all questions that have “*” are all mandatory fields

* Select the state

 Note: If you do not see the state or jurisdiction your are looking for, it may not be using VAMS. [Click here to find out more.](#)

Maryland

* Select the type of appointment you want to schedule for:

General appointment

* Appointment reason

Other

Please briefly describe the reason for your appointment (20 charcaters) *

Vaccinations

By checking this box, I confirm the above information is accurate.

Next

- If you marked a vaccine(s), you may need to answer pre-screening questions(s).
- Check **the box** that confirms the above information is accurate and that you meet the eligibility criteria. Click **Next**.

Step 2: Schedule Your Appointment

Step 2a | Find a Clinic

- On the **Clinic Location** page, search for a clinic by entering an **address or ZIP/postal code** to find clinics nearby. You can **filter** results to locate a clinic within a 5-, 10-, 20-, 50-, or 100-mile radius of the recipient's address or ZIP/postal code by clicking the drop-down arrow in the **Within box**.
- Click **Search** and a list of clinics within your selected mile radius will appear.
 - **Note:** Only clinics that carry the vaccine product you selected during the prescheduling questions will appear in the search results.
- Click the [BCHD T.I.K.E. VFC Clinic at 1200 E Fayette St, Baltimore – 21202](#) clinic, then click the **Next** button that appears below the list of clinics.
 - **Note:** The **Next** button will only appear once you select a clinic name.

Step 2b | Select a Date and Time

- On the **Date and Time** page, select an available appointment **date on the calendar** located on the left side of the page.
- Select an appointment time by clicking a **time slot**, then click the **Next** button located in the bottom right corner of the page.
- **Review** your selected appointment location, date, and time, as well as any notes from the clinic, if provided.
- Click **Submit** to confirm the appointment or click **Previous** to make any changes.

Key Considerations

- Days on the calendar with available appointments are underlined in green.
- You can select **Return to Search Results** on the **Date and Time** page to return to the list of available clinics.
- After clicking **Submit**, the selected appointment time slot will be held in the system for 20 minutes while you complete your registration. If registration is not completed by that time, the appointment will be released in the system. The countdown timer is located in the upper right corner of the page.

Step 3: Register for a Vaccine

To confirm the appointment in the system, you must register for a vaccine in VAMS. Enter the required information on the **Existing Account** page to move forward with the appointment scheduling process.

- Enter **first name, last name, date of birth**, and one of the following: **email address, cell phone number, or VAMS system ID**.
- Click **Continue**.
- If no existing VAMS record is found, enter the requested information on the **Guest Registration** page. Required information is indicated by red asterisks (*) in VAMS.
 - Representative/guardian information – If you are a representative or guardian registering on behalf of a recipient, select Yes and enter the required personal information.
 - First and last name
 - Date of birth
 - Sex
 - Race and ethnicity
 - Home address
 - Preferred method of contact (email, SMS, or “I prefer not to receive any communication from VAMS”)
 - Preferred language for communications (English or Español)
- Select an option in the **Account Information** section. Creating an account is optional.
- After entering the information, click **Next**.
- **Review** the personal information and insurance information (if applicable) for accuracy. If any information is inaccurate, click **Previous** to make edits before moving forward.
- **Confirm** all information is correct and complete, then **check the box** that you agree the information is correct.
- Click **Submit**. This takes you to the confirmation page.
- After clicking **Submit**, you will see a confirmation that the appointment has been scheduled. The confirmation includes the appointment details and a QR code the front desk can use to check you in upon arrival at the clinic.

Key Considerations

- In order to confirm your appointment, you must register for a vaccine in the system.
- Account creation is not required as part of the guest registration process.

- Based on your selection in the **Communications Preferences** section, the information shown on the confirmation page will be included in an appointment confirmation notification sent via your preferred contact method.
- After completing registration, you can log in at any time to review or edit your information or appointment(s) by navigating to your jurisdiction's guest registration landing page and clicking the **Manage Appointments** button.

Option 2: Pre-Register for a Vaccine without Scheduling an Appointment

- **Recipients:** Navigate to your jurisdiction's guest registration landing page and click the link at the bottom that says, "**Enter your information to pre-register.**"
- Confirm you do not already have a VAMS account by entering your first name, last name, date of birth, and one of the following: email address, cell phone number, or VAMS System ID.
- Once you've entered your information, click **Continue**.
- If you do not have a VAMS account, the system will say your information is not on file and you will see a **Register for Vaccine** button. Click this button to proceed.
 - If you do already have a VAMS account, you do not need to pre-register, as you are already registered in VAMS. The system will send a verification code to your preferred contact method. Enter this code on the screen and click **Verify**. You can then proceed with scheduling a vaccination appointment.
- Enter all required information, marked by a red asterisk (*), then click **Next**.
- VAMS will send a verification code to your preferred contact method. Enter this code in the pop-up window and click **Verify**.
- **Review** your information and check the box at the bottom of the screen, confirming the information is accurate, then click **Submit**.

You are now pre-registered! You can click the **Schedule Vaccination Appointment** button if you are ready to schedule an appointment now, or simply return to the guest registration login screen at a later date and click the **Schedule Your Vaccination Appointment** button.