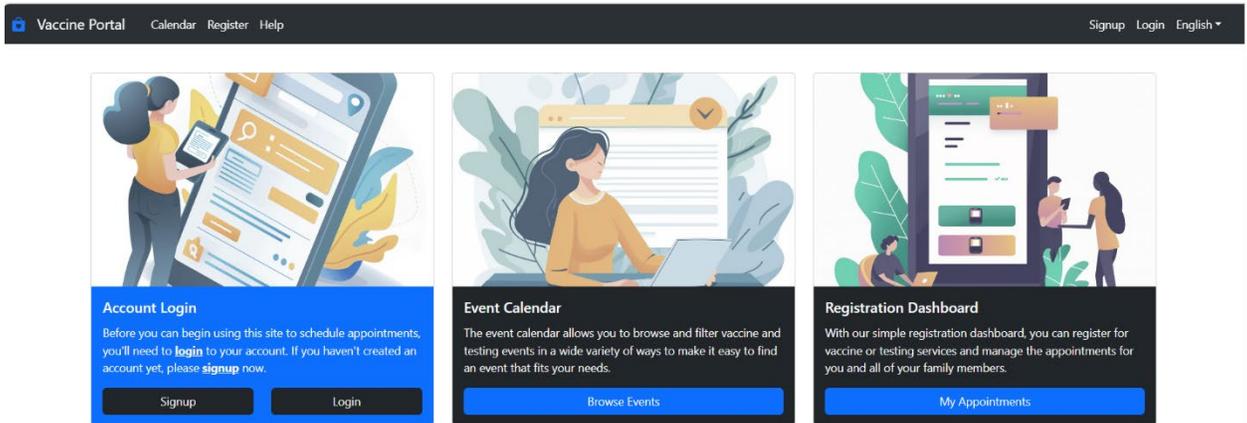


Vaccine Reg User Guide – First-Time User Registration

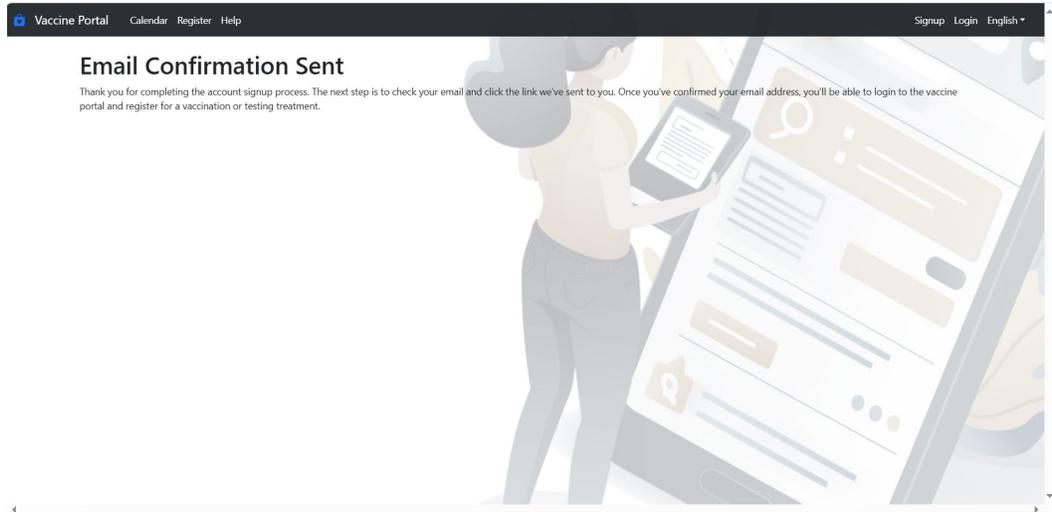
1. Access the Vaccine Registration app by using this link: [Vaccine Portal](#) , the homepage is displayed below.
 - a. Existing users may log in, but if you're a new user, click "Signup"



2. Fill in necessary information for your account.
 - a. Password requirements can be seen on this screen as well, Click "Signup" when complete.

The screenshot shows the Vaccine Portal Signup page. At the top, there is a navigation bar with links for "Vaccine Portal", "Calendar", "Register", and "Help". On the right side of the navigation bar, there are links for "Signup", "Login", and "English". Below the navigation bar, the page title is "Signup". There is a note: "Please [login](#) if you already have an account." Below this, there is a paragraph: "To start using this vaccine portal to register for vaccinations and testing treatments, you must have a valid email address and signup for an account. Once you have completed the signup process, simply login to your account and you'll be able to start using the features of this website." The main form has three input fields: "Email Address" (with a red asterisk), "Password" (with a red asterisk), and "Confirm Password" (with a red asterisk). The "Email Address" field contains the text "rfd@doh.lan". The "Password" field has a green checkmark next to it. To the right of the form, there is a "Password Requirements" section with a green background and a list of requirements: "At least 8 characters long.", "At least 1 special character.", "At least 1 uppercase letter.", and "At least 1 number." Below the form, there is a blue button labeled "Signup" with a right-pointing arrow.

3. Email Confirmation – After Signup, you will be notified of an email confirmation being sent to the email you registered with.



- a. After this, navigate to your email, and click the link to confirm.

Confirm your email



DoNotReply.DOH@state.nm.us
To LeDoux, Robert, DOH



Please confirm your account by clicking here.

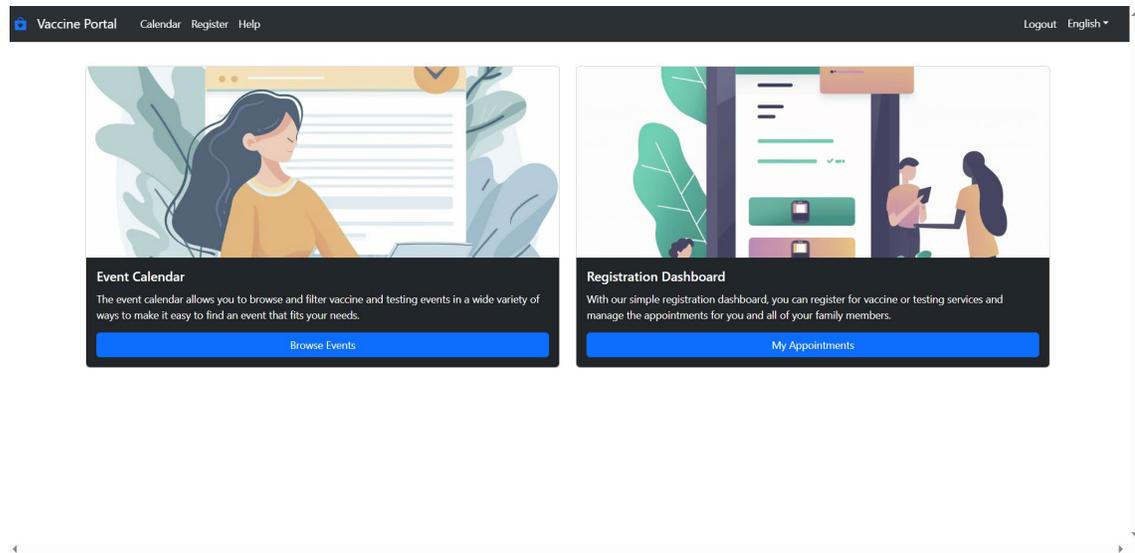
<https://vaccinereg.doh.nm.gov/Identity/Account/ConfirmEmail?userId=fc4bd9f1-d53c-417e-aa38-6a2790500129&code=Q2ZESjhlcGRhcGFxYW9WSW9mMStqUHRMK3lStReHRrcGN-EcDVNaUR4aWg2RDhvNk5RWn-RnR0t0NC9kaDhKcmVlei9KM1ltTUQ1d2pxS-D-NWNmUrOWhBU0tjS09zWDkvWC9WVnFLa3V1bHRIO-WVQc296S1JOcT-FkUFUyWFZD-NUFF-MlFQL2pTL1Y3eVMNmpTaU-RYc0t1VIZFQytGa1ZyQ1QyTHAvT25qQ0xEU-WNMck5vUXp5a0hHZ0tNckRmN0FqL0p2Un-JCSUczNkk2Q3luSzBsUVp5Qi8xZz09&returnUrl=%2F>

4. Once confirmation is complete, you are now ready to use the Vaccine Registration App.

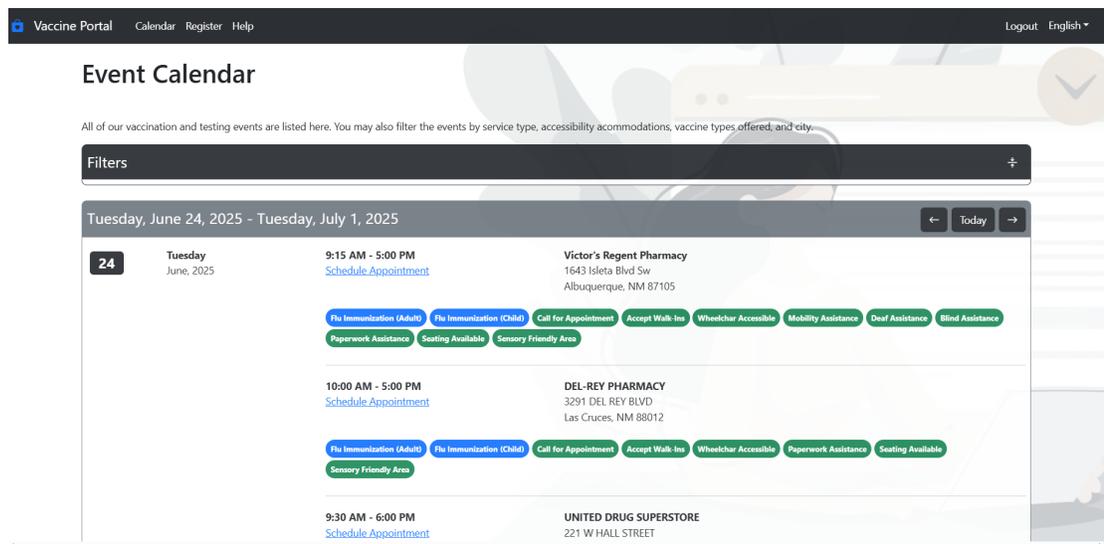
Scroll to the next page to learn how to **Schedule Appointments**.

Scheduling Appointments

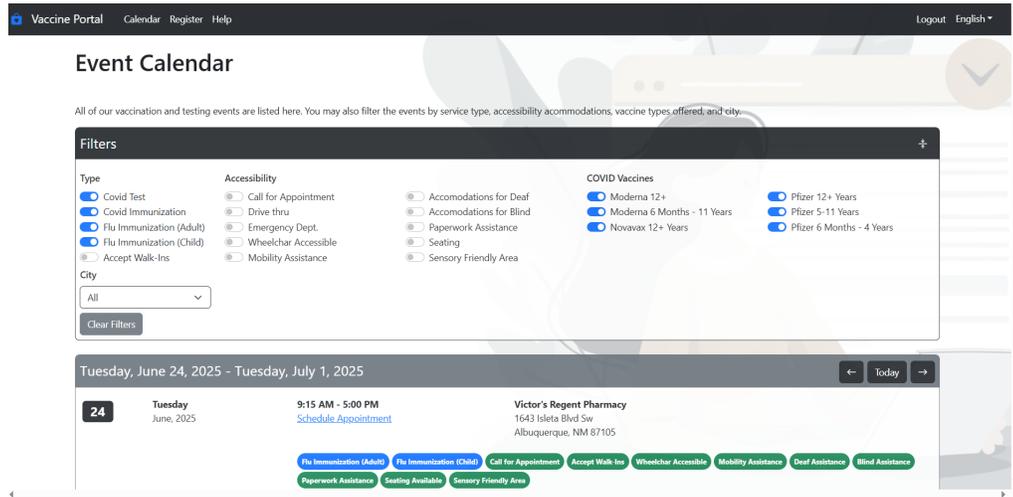
After an account has been made/confirmed, you will be able to access and schedule appointments through the app. We will cover the two areas below.



1. **Event Calendar** – This area contains important information about various clinics in NM as well as the services provided.

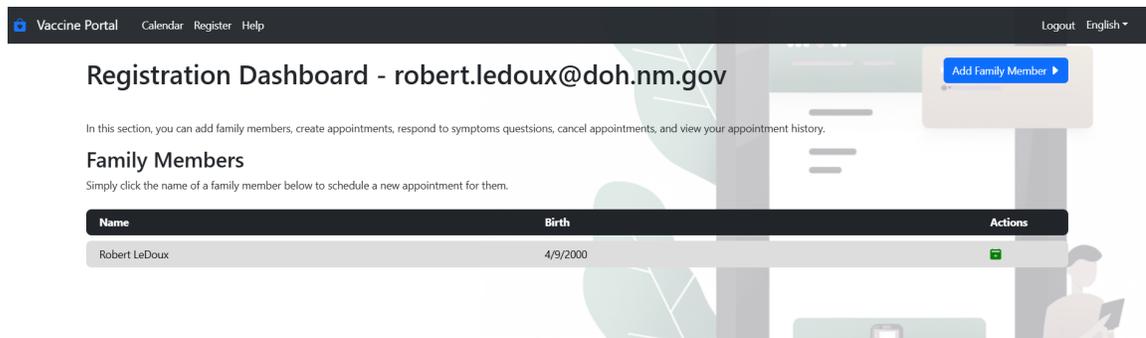


- a. There are many clinics, click on the “Filters” button to expand the area and use various filters to find the one that best suits you.



- a. Once you locate the best fitting clinic, click “Schedule Appointment” and you will be taken to the **Registration Dashboard**.

2. **Registration Dashboard** – This area is where you can add/edit new family members as well as schedule appointments and see appointment history.



- a. You must have family members added before you schedule an appointment, click the blue “Add a Family Member” button to add. You may either import or

start from scratch with a blank form.

The screenshot shows the 'Add Family Member' form in the Vaccine Portal. The form is divided into two main sections: 'Person' and 'Contact'. The 'Person' section includes fields for First Name, Middle Initial, Last Name, Gender, Birth Date, Social Security Number (Optional), and Mother's Maiden Name. The 'Contact' section includes a question about preferred contact methods (Text Message, Email Address, Voicemail) and fields for Cell Phone, Confirm Cell Phone, Home Phone, Email Address, and Confirm Email Address. The email address 'robert.ledoux@doh.nm.gov' is entered in both the Email Address and Confirm Email Address fields.

- b. Once family members are added, simply click their name on the dashboard to schedule an appointment. You will review patient information, then you will be brought to the screen below.

The screenshot shows the 'Schedule Appointment' form in the Vaccine Portal. The form is divided into two main sections: 'Details' and 'Schedule'. The 'Details' section includes a question about services (COVID Immunization, Influenza Vaccine (Adult), Influenza Vaccine (Child)) and a question about insurance (Medicare, Medicaid or Private/Commercial?). The 'Schedule' section includes a question about a special event code, a filter for available locations by city, a question about which location will be visited, and fields for selecting a date and time. The filter for available locations by city is set to 'Show locations in all cities' and there are 7 sites available.

- c. Fill out all necessary information, then hit “Schedule Appointment” and you are done!

Other Tips:

- There is a “Help” button that you may use any time; it is located towards the top left of the homepage.
- You may change the language to Spanish any time using the dropdown in the top right of the homepage.