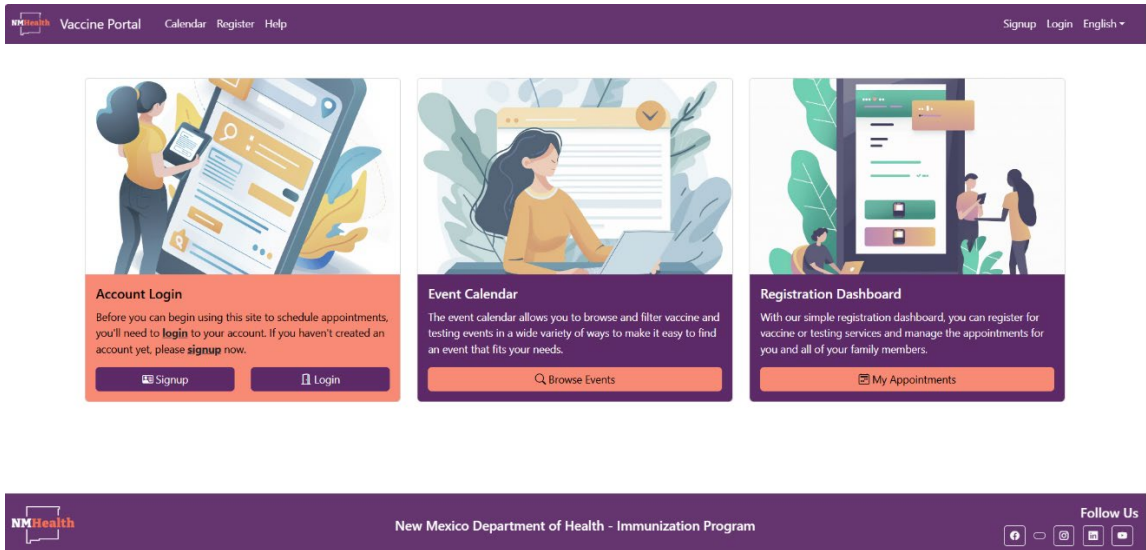


## Vaccine Reg User Guide – First-Time User Registration

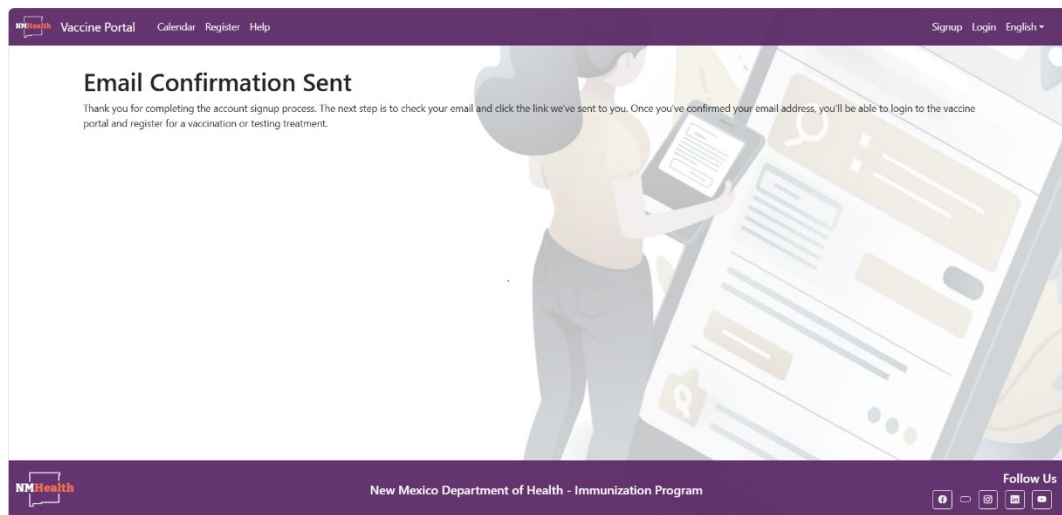
1. Access the Vaccine Registration app by using this link: [Vaccine Portal](#) , the homepage is displayed below.
  - a. Existing users may log in, but if you’re a new user, click “Signup”



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 'Signup' page with a purple header. The header contains the NMHealth logo, navigation links for 'Vaccine Portal', 'Calendar', 'Register', and 'Help', and user options for 'Signup', 'Login', and 'English'. The main content area features a 'Signup' heading, a note about logging in for existing users, and a registration form. The form includes fields for 'Email Address', 'Password', and 'Confirm Password'. To the right of the password field, the 'Password Requirements' are listed: 'At least 8 characters long.', 'At least 1 special character.', 'At least 1 uppercase letter.', and 'At least 1 number.'. A 'Signup' button is located at the bottom of the form. A footer contains the NMHealth logo, 'New Mexico Department of Health - Immunization Program', and social media icons for Facebook, Twitter, Instagram, and YouTube.

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.

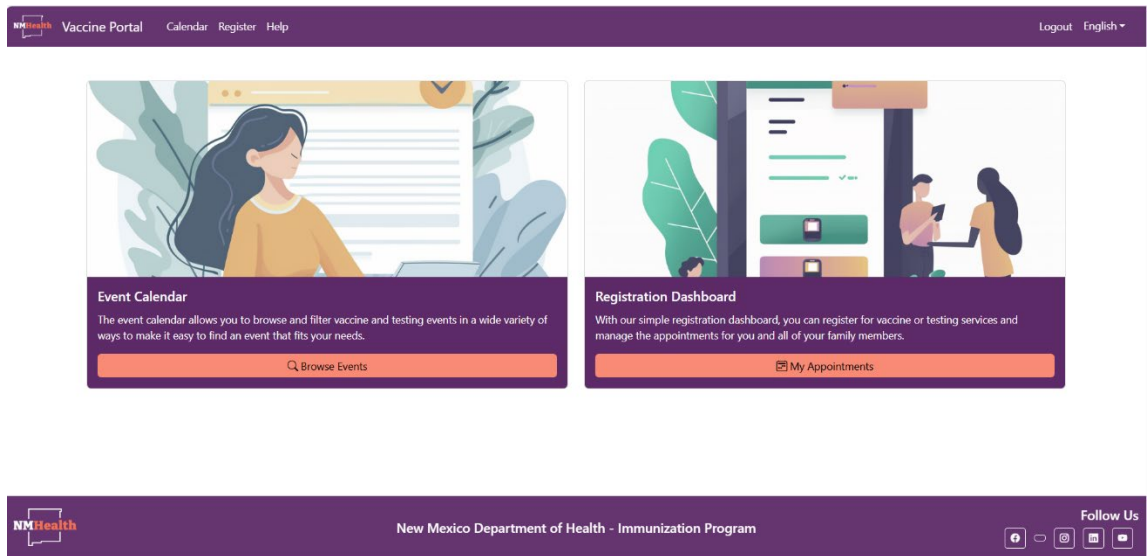
<https://vaccinereg.doh.nm.gov/Identity/Account/ConfirmEmail?userId=fc4bd9f1-d53c-417e-aa38-6a2790500129&code=Q2ZESjhlcGRhcGFxYW9WSW9mMStqUHRMK3lStReHRrcGN-EcDVNaUR4aWg2RDhvNk5RWn-RnR0t0NC9kaDhKcmVlei9KM1ltTUQ1d2pxS-D-NWNmUroWhBU0tjS09zWDkvWC9WVnFLa3V1bHRIO-WVQc296S1JQcT-FkUFUyWFZD-NUFF-MlFQL2pTL1Y3elVMNmpTaU-RYc0t1VIZFQytGa1ZyQ1QyTHAVT25qQ0xEU-WNMck5vUXp5a0hHZ0tNckRmNOFqL0p2Un-JCSUczNkk2Q3luSzBsUVp5Qj8xZz09&returnUrl=%2F>

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

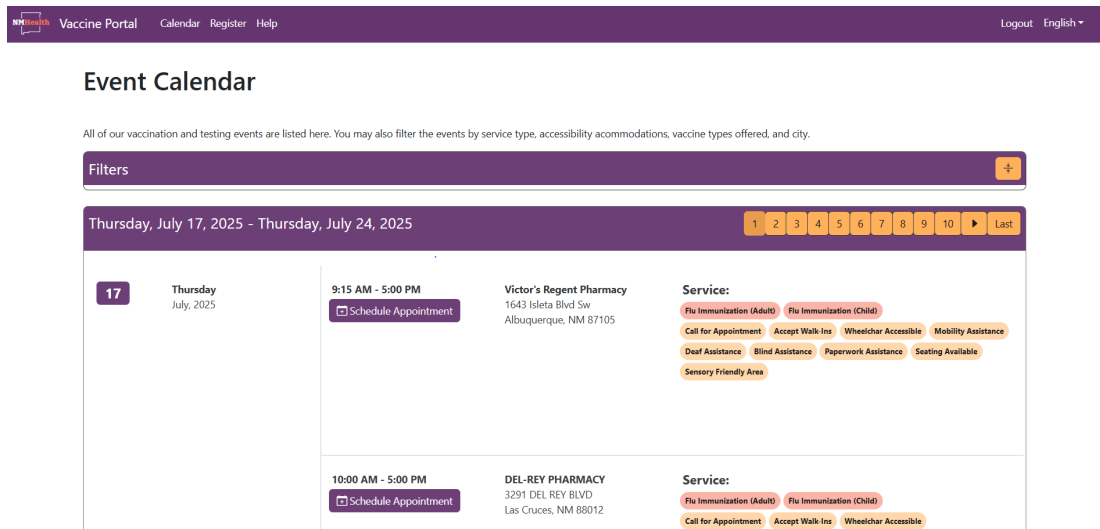
Scroll to the next page to learn how to **Schedule Appointments**.

## 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.

Name	Birth	Actions
Robert LeDoux	4/9/2000	[Edit] [Add] [Delete]

[Add Family Member](#)

- 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), fields for Cell Phone, Confirm Cell Phone, Home Phone, Email Address, and Confirm Email Address. The email address 'robertledoux@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)), a question about insurance (Medicare, Medicaid or Private/Commercial?), and a question about amenities (Accessibility). The 'Schedule' section includes a question about a special event code, a filter for available locations by city, a dropdown menu for the location (Victor's Regent Pharmacy (Albuquerque)), and a field for the date (7/17/2025). The text 'There are 7 sites available.' is displayed next to the location dropdown.

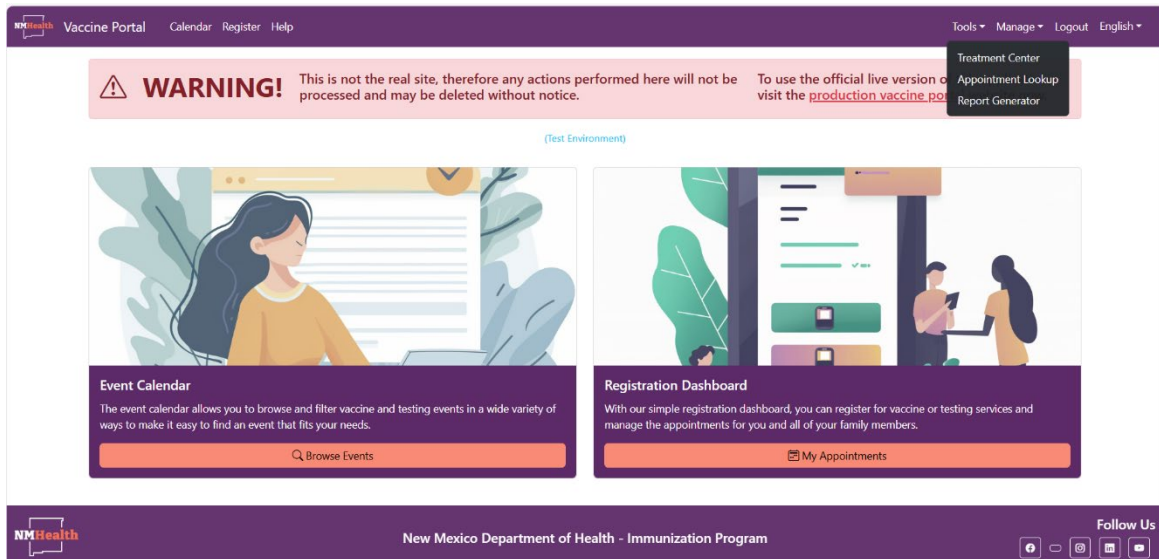
- c. Fill out all necessary information, then hit “Schedule Appointment” and you are done!

### 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.

## Vaccine Reg Admin Guide:

**Intro** - When logging in as an Admin, there are additional functions for use in the Vaccine Reg app that aren't available to regular users. You can find these options in the top right of the screen under "Tools" and "Manage".



**1. Tools** – There are three total, which are Treatment Center, Appointment Lookup, and the Report Generator.

**a. Treatment Center Tool** – This allows you to locate various facilities for treatment including immunization. There is a tab for Testing facilities while the other is for Immunization, click the applicable tab and fill in all information to use. (Treatment tab pictured below)

The screenshot shows the 'Testing Lookup' form. At the top, there are two tabs: 'Testing' (selected) and 'Immunization'. Below the tabs is a 'Testing Location' section with a '+' icon. The form contains five input fields: 'Site Name \*', 'Ordering Facility \*', 'Practitioner \*', 'Specimen Source \*', and 'Laboratory \*'. Each field has a corresponding dropdown menu. Below the input fields are two buttons: 'Clear' and 'Select'. The footer is identical to the previous screenshot, showing the 'NMHealth' logo, 'New Mexico Department of Health - Immunization Program', and social media icons.

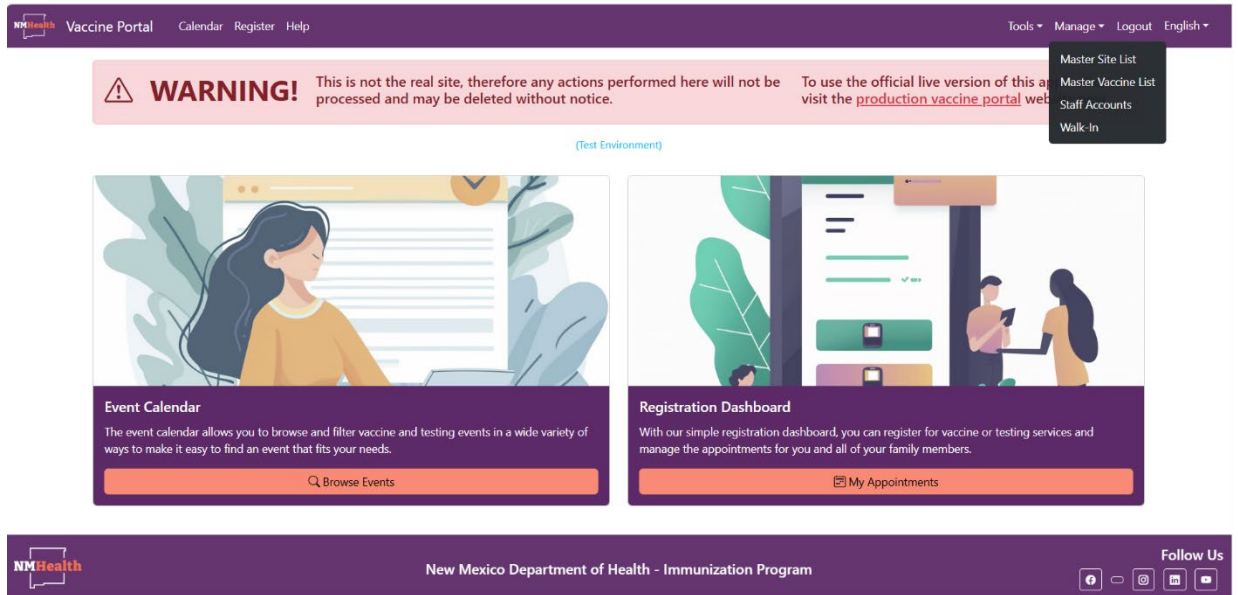
- b. Appointment Lookup** – The second tool available for use is the Appointment Lookup tool, this allows you to search any vaccine or testing appointment based on filters/search criteria.

The screenshot shows the top navigation bar with 'Vaccine Portal', 'Calendar', 'Register', and 'Help' on the left, and 'Tools', 'Manage', 'Logout', and 'English' on the right. A prominent red warning banner states: 'WARNING! This is not the real site, therefore any actions performed here will not be processed and may be deleted without notice. To use the official live version of this application, visit the production vaccine portal website now.' Below the banner, '(Test Environment)' is displayed. The main heading is 'Appointment Lookup'. A sub-heading reads: 'In this section you are able to lookup appointments based on first name, last name, or birth date. Then you can resend the confirmation code via email or text message.' The form area is titled 'Details' and contains three input fields: 'First Name', 'Last Name', and 'Birth Date' (with a date format 'mm/dd/yyyy' and a calendar icon). Below the fields are two buttons: 'Clear' and 'Lookup'. The footer includes the 'NMHealth' logo, 'New Mexico Department of Health - Immunization Program', and 'Follow Us' with social media icons.

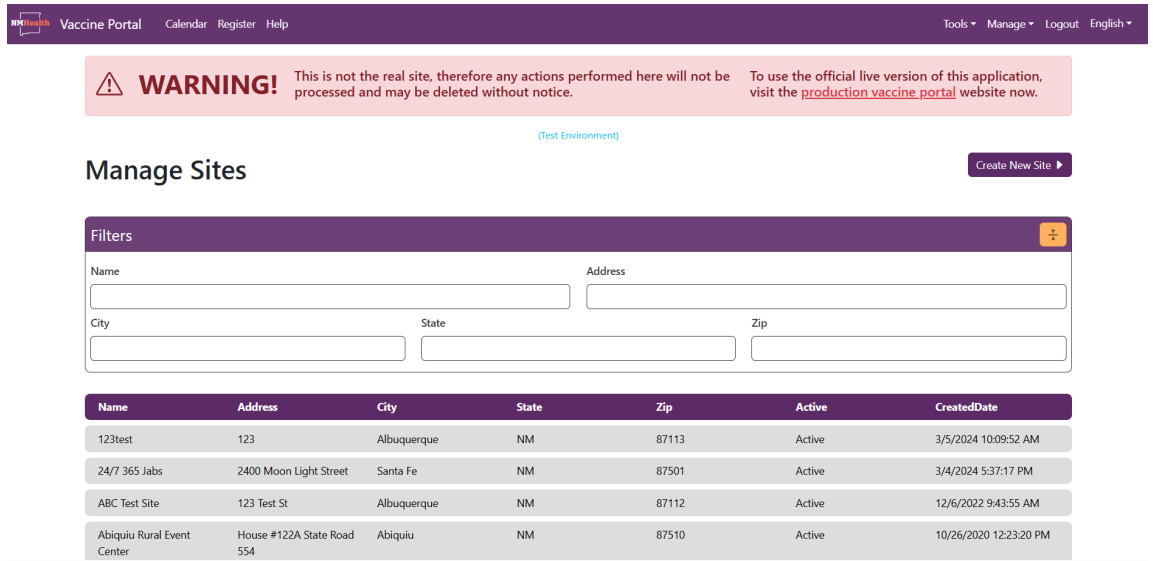
- c. Report Generator** – The final tool under the “Tools” area is the Report Generator. This allows you to populate any Insurance, Registration, or Vaccination reports, simply click the appropriate tab for the report you want to find and fill in the necessary information. (Insurance Tab pictured below).

The screenshot shows the top navigation bar with 'Vaccine Portal', 'Calendar', 'Register', and 'Help' on the left, and 'Tools', 'Manage', 'Logout', and 'English' on the right. A red warning banner is present, similar to the one in the previous screenshot. Below the banner, '(Test Environment)' is displayed. The main heading is 'Insurance Report'. A sub-heading reads: 'List patients who have a particular type of insurance and are registered for services at a site on a single day.' There are three tabs: 'Insurance', 'Registrations', and 'Vaccinations', with 'Insurance' selected. Below the tabs is a 'Filters' section with four input fields: 'Site' (with a dropdown menu), 'Date' (with a date format 'mm/dd/yyyy' and a calendar icon), 'Service' (with a dropdown menu), and 'Insurance' (with radio buttons for 'Medicare', 'Medicaid', 'Private', and 'Uninsured'). Below the filters are two buttons: 'Download Report' and 'Run Report'. The footer includes the 'NMHealth' logo, 'New Mexico Department of Health - Immunization Program', and 'Follow Us' with social media icons.

2. **Manage** – This area is in the top-right of the screen right next to “Tools”. This area contains four functions that can assist you in your tasks. Click on “Manage” to view these functions.



- a. **Master Site List** – The first option is the Master Site List; this is used to create/modify the profiles of different treatment sites. Simply scroll the list and click a profile to edit or click “Create New Site” to make a new one. There are also filters to make your search easier.



- b. **Master Vaccine List** – The second selection in the dropdown is for the Master Vaccine List, this list grants you the capability to edit/create all records regarding vaccines/immunizations. Click on the created record to

edit, or press “Create” to make a new record. There are filters available for use in this area as well.

**WARNING!** This is not the real site, therefore any actions performed here will not be processed and may be deleted without notice. To use the official live version of this application, visit the [production vaccine portal](#) website now.

(Test Environment)

### Master Vaccines

Filters

Status:  Active  Disabled

Type:  COVID  Flu

Category:  Adult  Adult & Child  Child

Type	Vaccine	Category	Vendor	NDC	CPT	ICD10	Status	Created Date
COVID	COVID-19 (MOD 6m-11y)	Child	Moderna	80777-0291-80	91321	Z23	Active	9/6/2024 4:16:00 PM
COVID	COVID-19 (PFR 12+)	Adult & Child	Pfizer	00069-2432-10	91320	Z23	Active	9/6/2024 4:13:49 PM
COVID	COVID-19 (PFR 5y-11y)	Child	Pfizer	59267-4438-02	91319	Z23	Active	9/6/2024 4:09:09 PM

- c. **Staff accounts** – The Staff Account section is where you can manage all role permissions as well as create/delete accounts. There are categories you can click to narrow down the list. Click the account to modify or hit “Create” to make a new account.

**WARNING!** This is not the real site, therefore any actions performed here will not be processed and may be deleted without notice. To use the official live version of this application, visit the [production vaccine portal](#) website now.

(Test Environment)


### Staff Account Manager

Welcome to the staff account manager. In this section you are able to create accounts, modify accounts, and manage role permissions.

Account	Actions
adjorkor.awusie@doh.nm.gov	<input checked="" type="checkbox"/>
antonia.martinez@doh.nm.gov	<input checked="" type="checkbox"/>
april.rodriguez@doh.nm.gov	<input checked="" type="checkbox"/>
banu.kommuri@doh.nm.gov	<input checked="" type="checkbox"/>
beatriz.vela@doh.nm.gov	<input checked="" type="checkbox"/>
bill.bennett@doh.nm.gov	<input checked="" type="checkbox"/>
cecilia.sanchez@doh.nm.gov	<input checked="" type="checkbox"/>

- d. **Walk-In** – This final area under the Manage dropdown is used to schedule appointments for patients when they walk-in or if they can’t schedule themselves. Fill in all necessary information and click “Schedule

# Appointment” to complete.

 **WARNING!** This is not the real site, therefore any actions performed here will not be processed and may be deleted without notice. To use the official live version of this application, visit the [production vaccine portal](#) website now.

[\(Test Environment\)](#)

[dashboard](#) / [Schedule Appointment](#)

Please select the specific services you would like to schedule. Then select the location, date, and time for your appointment.

Details	
<b>Services *</b>	<b>Amenities</b>
<input type="radio"/> COVID Immunization ⓘ	<input type="radio"/> Accessibility
<input type="radio"/> Influenza Vaccine (Adult)	
<input type="radio"/> Influenza Vaccine (Child)	

Schedule	
<b>Filter the available locations by city? ⓘ</b>	
<input type="text" value="Show locations in all cities."/>	
<b>Which location will you be visiting? *</b>	There are 11 sites available.
<input type="text"/>	

[◀ Back to Patient](#) [Schedule Appointment ▶](#)