CoVax Clinic Community User Creation

1. In a Chrome web browser, navigate to: https://pitt-covax.force.com/
2. Click the Login Button

![Login Button Image]

WELCOME!

Thank you for your interest in receiving a Tu or COVID-19 vaccine with the University of Pittsburgh Pitt CoVax Vaccination Center!

Please review the following instructions in their entirety, then follow the steps to sign-up for an appointment.

3. Click “Not a member?”

![Salesforce Login Image]
4. Enter your First Name, Last Name, Email, Password & Confirm Password, and Mobile Number, then click the **Sign Up** button.

5. You will be prompted with a request for a verification code. You must go into your email account for this information. Open your email account in another browser or on your phone. You should have received an email with a verification code.

Verifying your new account in Clinics

Hello James Cornell,
You recently attempted to register a new Clinics account.

Browser: Chrome
Operating System: Windows 10

To confirm your account, let's verify your identity. Enter the following code where prompted.

**Verification Code: 758000**
6. Go back to the CoVax website, enter the code and click the **Verify** button

![Verify Your Identity]

7. You are now logged into the CoVax Community.
   a. **NOTE:** You will also receive a second email that includes your CoVax Community username. If you come back to the system at a later date, you will need this username and the password that you entered.

   ![Welcome to Clinics]

   Username: `extenaluser1635786076912@covax.pitt.edu`
8. Now update your demographics by clicking “MY DEMOGRAPHICS”

9. Enter information for the quested items and click the **Submit** button to save your information.
10. A thank you message will appear, click the Finish button

11. To make an appointment, click the Home icon

12. Select the Clinic Location you would like to visit, then click the Next button

13. Select the Type of Appointment you would like to make, Flu or Covid-19 Vaccine, then click the Next button
14. For Covid-19 Vaccines, you will then select the **Name of Vaccine** and **Vaccination Dose**, then click the **Next** button.

![Select the COVID Vaccine desired along with Vaccine Dose](image)

15. Use the **Arrow** buttons near the Calendar icon to scroll through days to find an appointment that works with your schedule.

![Select Service Appointment Time](image)
16. Click on the Date and Time that you wish to schedule your appointment, then click the **Next** button.

![Select Service Appointment Time](image)

17. Review your Service Appointment, you may need to enter your phone and email address again as confirmation. Then click the **Next** button.

![Review Service Appointment](image)
18. You will receive a confirmation notice on the screen, click the **Finish** button