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]

3. Click “Not a member?”

![Salesforce Login Page]

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.
4. Enter your First Name, Last Name, Email, Password & Confirm Password, and Mobile Number, then click the **Sign Up** button.

*Note: A password must contain at least eight characters, including one alphabetic character and one number.*

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

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.
8. Now update your demographics by clicking **“MY DEMOGRAPHICS”**

![MY DEMOGRAPHICS](image)

**WELCOME!**

Thank you for your interest in receiving a flu or COVID-19 vaccine with the University of Pittsburgh Pitt Clio1x Vaccination Center.

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

Click **LOGIN** to proceed. You will need access to your email to complete the **LOGIN**.

9. Enter information for the quested items and click the **Submit** button to save your information.

![Form](image)
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.

17. Review your Service Appointment, you may need to enter your phone and email address again as confirmation. Then click the **Next** button.
18. You will receive a confirmation notice on the screen, click the **Finish** button.

*Your service appointment's all set*