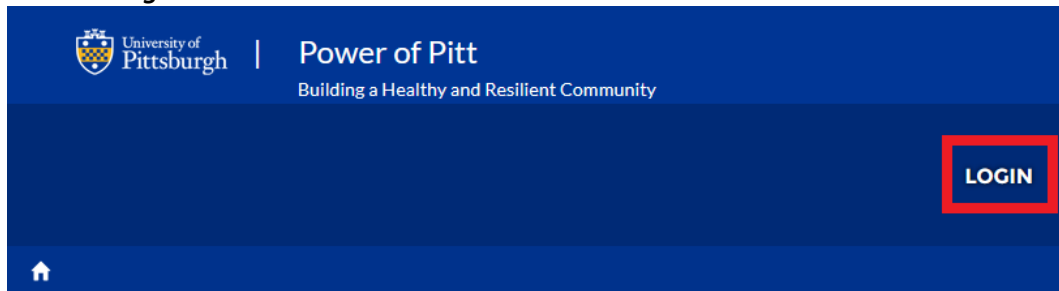


CoVax Clinic Community User Creation

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

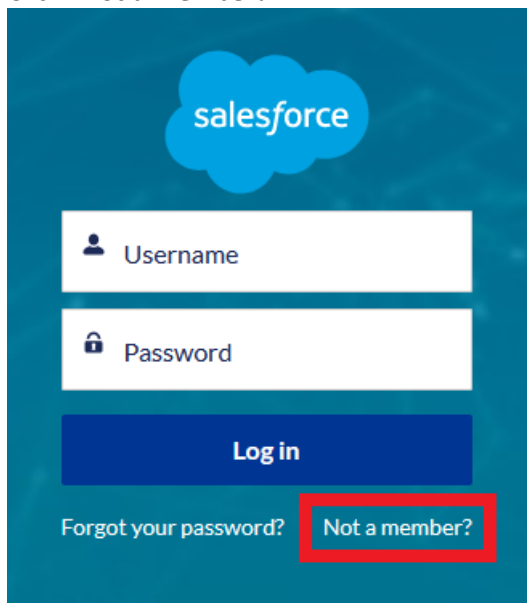


WELCOME!

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

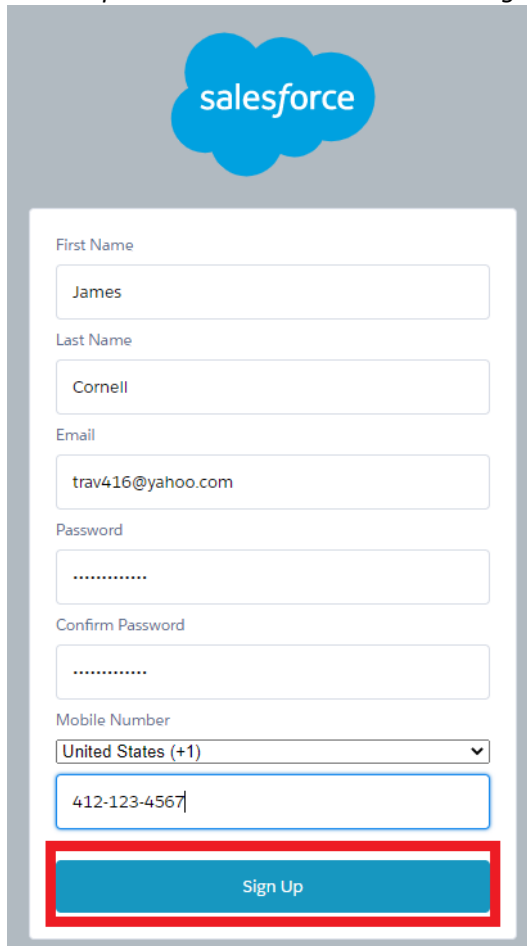
Please review the following instructions in their entirety, then follow the steps to sign-up for an appointment.

3. Click **“Not a member?”**



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

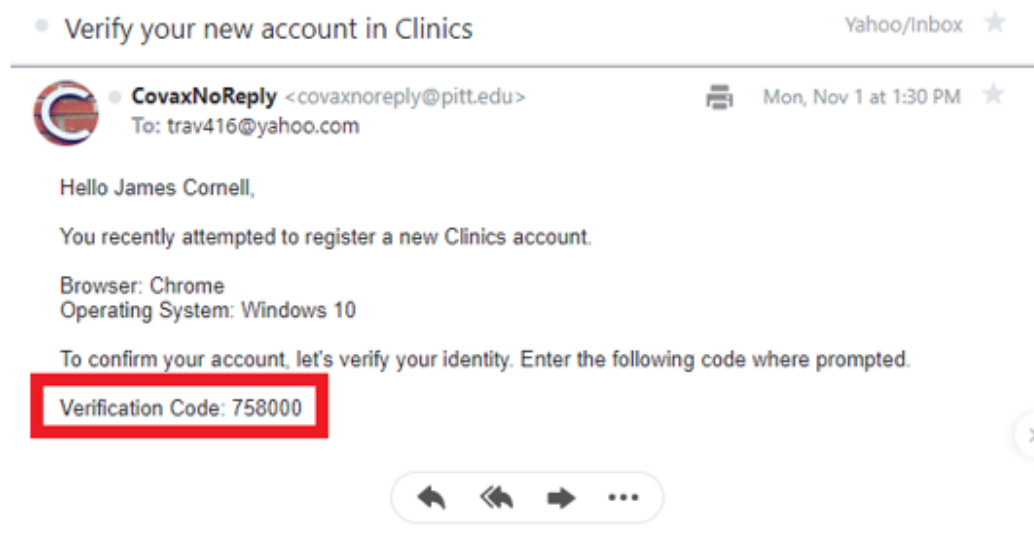
Note: A password must contain at least eight characters, including one alphabetic character and one number.



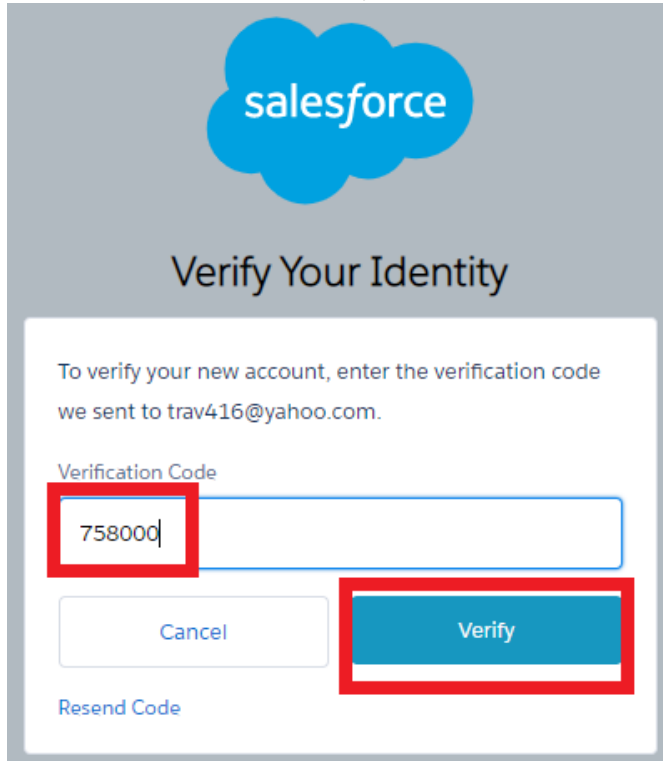
The screenshot shows the Salesforce sign-up form with the following details:

- First Name: James
- Last Name: Cornell
- Email: trav416@yahoo.com
- Password:
- Confirm Password:
- Mobile Number: United States (+1) 412-123-4567
- Sign Up button: Highlighted with a red border.

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.

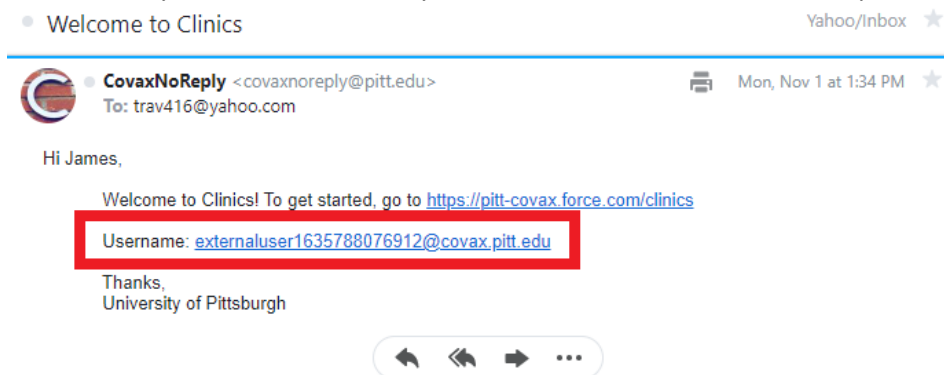


6. Go back to the CoVax website, enter the code and click the **Verify** button



The image shows a Salesforce verification screen. At the top is the Salesforce logo. Below it, the text reads "Verify Your Identity". A message states: "To verify your new account, enter the verification code we sent to trav416@yahoo.com." There is a text input field labeled "Verification Code" containing the number "758000". Below the input field are two buttons: "Cancel" and "Verify". A "Resend Code" link is located at the bottom left. Red boxes highlight the input field and 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”**



WELCOME!

Thank you for your interest in receiving a flu 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.

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

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

MY DEMOGRAPHICS

Name

First Name
James

Last Name
Cornell

Home Phone
412-688-8881

Birthdate
Apr 16, 2000

Race
White

Ethnicity
--None--

Sex at Birth
Male

Address

Street
10035 Oakridge Dr

City
Wexford

State/Province
PA

Zip/Postal Code
15090

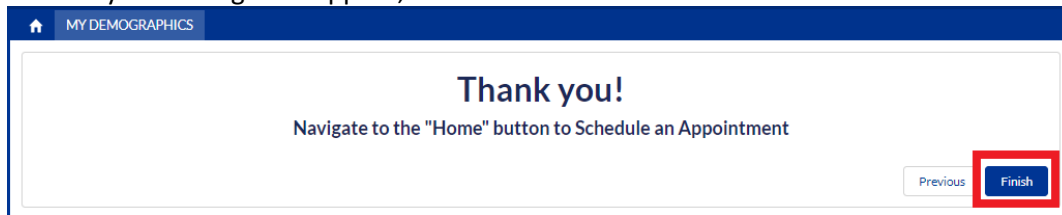
Country

Email
trav416@yahoo.com

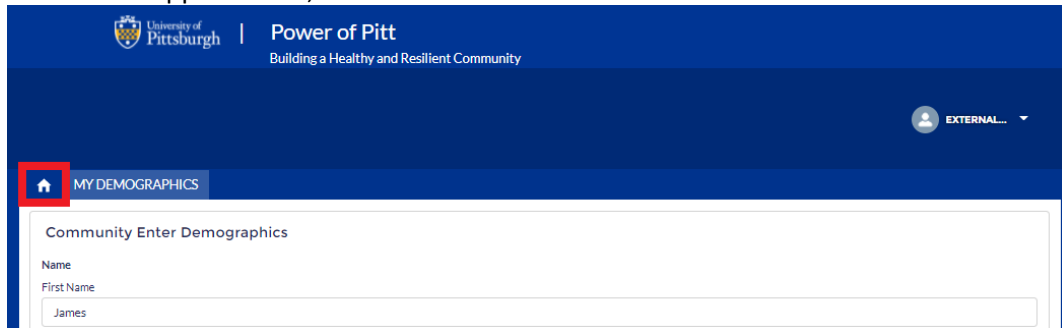
Upload Front Insurance Card
Upload Files Or drop files

Submit

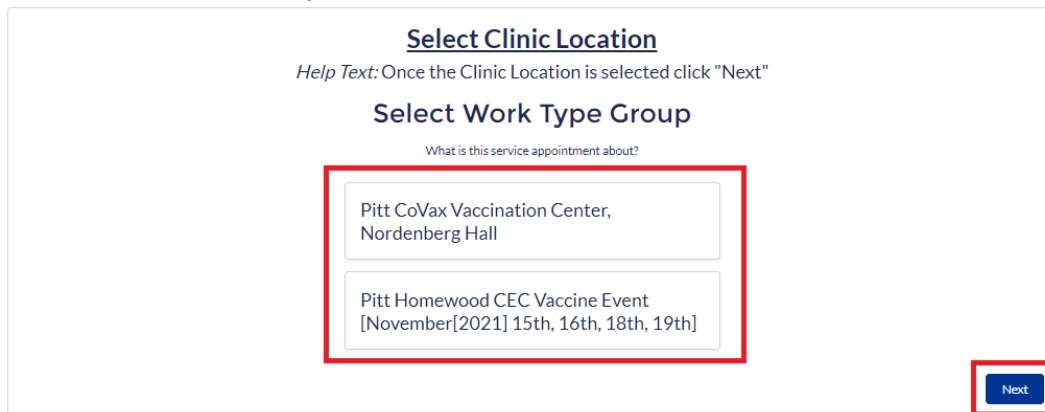
10. A thank you message will appear, click the **Finish** button



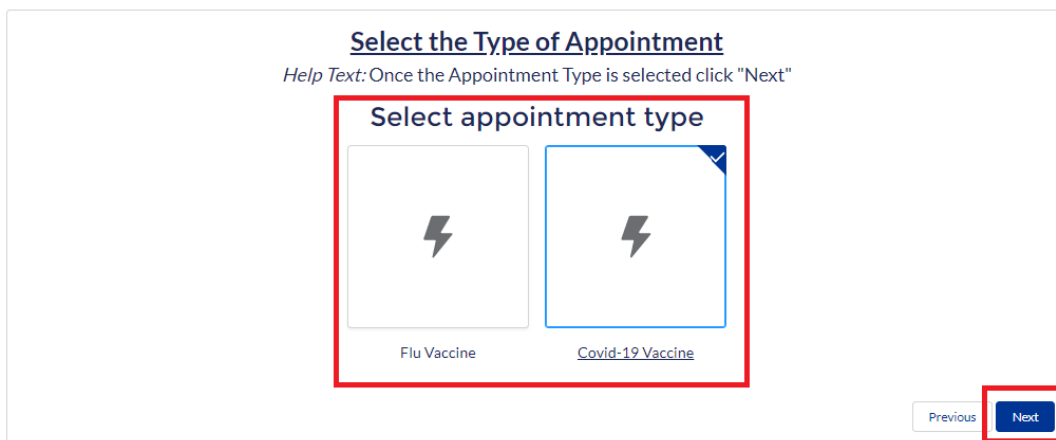
11. To make an appointment, click the **Home** icon



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
Help Text: In the "Name of Vaccine" box select the Vaccine you would like to receive.
In the "Vaccine Dose" populate which Dose# this will be for you. Once completed selected click "Next"

* Name of Vaccine
--None--

* Vaccination Dose
--None--

Previous Next

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

December 19, 2021 - December 25, 2021
Time Zone: America/New_York

< > Today

SUN 19	MON 20	TUE 21	WED 22	THU 23	FRI 24	SAT 25
	12:00 - 12:20 pm	12:00 - 12:20 pm	9:00 - 9:20 am			
	12:20 - 12:40 pm	12:20 - 12:40 pm	9:20 - 9:40 am			
	12:40 - 1:00 pm	12:40 - 1:00 pm	9:40 - 10:00 am			
	1:00 - 1:20 pm	1:00 - 1:20 pm	10:00 - 10:20 am			
	1:20 - 1:40 pm	1:20 - 1:40 pm	10:20 - 10:40 am			
	1:40 - 2:00 pm	1:40 - 2:00 pm	10:40 - 11:00 am			
	2:00 - 2:20 pm	2:00 - 2:20 pm	11:00 - 11:20 am			
	2:20 - 2:40 pm	2:20 - 2:40 pm	11:20 - 11:40 am			
	2:40 - 3:00 pm	2:40 - 3:00 pm	11:40 - 12:00 pm			
	3:00 - 3:20 pm	3:00 - 3:20 pm	12:00 - 12:20 pm			
	3:20 - 3:40 pm	3:20 - 3:40 pm	12:20 - 12:40 pm			
	3:40 - 4:00 pm	3:40 - 4:00 pm	12:40 - 1:00 pm			

16. Click on the Date and Time that you wish to schedule your appointment, then click the **Next** button

Select Service Appointment Time

December 19, 2021 - December 25, 2021
Time Zone: America/New_York

SUN 19	MON 20	TUE 21	WED 22	THU 23	FRI 24	SAT 25
	12:00 - 12:20 pm	12:00 - 12:20 pm	9:00 - 9:20 am			
	12:20 - 12:40 pm	12:20 - 12:40 pm	9:20 - 9:40 am			
	12:40 - 1:00 pm	12:40 - 1:00 pm	9:40 - 10:00 am			
	1:00 - 1:20 pm	1:00 - 1:20 pm	10:00 - 10:20 am			
	1:20 - 1:40 pm	1:20 - 1:40 pm	10:20 - 10:40 am			
	1:40 - 2:00 pm	1:40 - 2:00 pm	10:40 - 11:00 am			
	2:00 - 2:20 pm	2:00 - 2:20 pm	11:00 - 11:20 am			
	2:20 - 2:40 pm	2:20 - 2:40 pm	11:20 - 11:40 am			
	2:40 - 3:00 pm	2:40 - 3:00 pm	11:40 - 12:00 pm			
	3:00 - 3:20 pm	3:00 - 3:20 pm	12:00 - 12:20 pm			
	3:20 - 3:40 pm	3:20 - 3:40 pm	12:20 - 12:40 pm			
	3:40 - 4:00 pm	3:40 - 4:00 pm	12:40 - 1:00 pm			

Previous **Next**

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

Pitt CoVax Vaccination Center, Nordenberg Hall Appointments

Location: Pitt CoVax Vaccination Center, Nordenberg Hall
Scheduled Start Time: 12/22/2021, 9:00 AM
Appointment Type: Covid-19 Vaccine

Review Service Appointment

General Information

Work Type Pitt CoVax Vaccination Center, Nordenberg Hall	Description <input type="text"/>
Parent Record CoVax Clinic Community	Address <input type="text"/>
Subject <input type="text"/>	Appointment Type Covid-19 Vaccine
Additional Information <input type="text"/>	Comment <input type="text"/>

Scheduled Times

Scheduled Start (America/New_York) Wed, Dec 22, 2021, 09:00 AM	Scheduled End (America/New_York) Wed, Dec 22, 2021, 09:20 AM
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Contact Information

Phone 412-688-8881	Email trav416@yahoo.com
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Previous **Next**

18. You will receive a confirmation notice on the screen, click the **Finish** button

Your service appointment's all set

