This checklist outlines steps to help clinic administrators understand and prepare to use VAMS in their clinic, as well as helpful guidance to successfully navigate and use VAMS.

As a clinic administrator, use this checklist to:						
1.	Understand VAMS					
		Review VAMS training materials.				
2.	Prepare to Use VAMS					
		Prepare your IT systems to receive emails from VAMS.				
		Plan for your clinic setup.				
		Add other clinic users.				
3.	Access Helpful Guidance					
		Two-factor authentication emails				
		Review data entry.				

Phase 1: Understand VAMS

- Review VAMS training materials.
 - ☐ Clinic Administrator User Manual
 - ☐ Clinic Schedule Setup Quick Start Guide (standard and mobile clinics)
 - ☐ Clinic Types in VAMS
 - ☐ Manuals for other clinic roles:
 - Front Desk
 - Healthcare Professional
 - Inventory Manager

- ☐ For standard clinics:
 - Watch Clinic Admin Role Demo
- ☐ For third-party clinics:
 - Ask jurisdiction point of contact (POC) for video.

Phase 2: Prepare to Use VAMS

- Prepare your IT systems to receive emails from VAMS.
 - ☐ For best results, it is important to share this information with your clinic's IT administrators **before taking** any additional steps in this checklist.
 - ☐ Coordinate with the appropriate IT administrators to explicitly permit emails from the following email addresses:

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- vams@cdc.gov
- no-reply@mail.vams.cdc.gov
- no-reply@envelope.mail.vams.cdc.gov
- VAMSHelp@cdc.gov
- *@salesforce.com

Phase 2: Prepare to Use VAMS (continued)

- Prepare your IT systems to receive emails from VAMS. (continued)
 - ☐ Coordinate with the appropriate IT administrators to allow mail from the following IPs:
 - Salesforce
 - 96.43.152.64 96.43.152.80 (subnet mask = 255.255.255.0)
 - 96.43.153.64 96.43.153.80 (subnet mask = 255.255.255.0)
 - Amazon Web Services
 - 23.251.255.1 23.251.255.150
 - 23.251.253.228 23.251.254.250
 - 54.240.40.1 54.240.40.54
 - ☐ Coordinate with the appropriate IT administrators to ensure your organization explicitly permits VAMS emails within Safe Links policy.
 - Users whose IT departments use Microsoft Office 365 with Safe Links protection may experience a loop when attempting to reset their password. You can verify this by checking links in your emails for a "safelinks" preface similar to this example:
 - https://ind01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flogin.salesforce.com% <xxxx...>
 - The instructions below should be shared with the appropriate IT administrators and need to be performed by your Microsoft Office 365 administrator at their discretion. If your administrator completes the steps below, the links you receive should no longer have the "safelinks" preface. This will resolve the issue for all users within your email domain.
 - 1. Launch https://protection.office.com/safelinksconverged with Office 365 admin credentials.
 - 2. Edit appropriate Safe Links policy defined under "Policies that apply to specific recipients" section.
 - 3. Click on "settings" and add the following under "Do not rewrite the following URLs": section:
 - https://*.cdc.gov
 - https://vams.cdc.gov/*
 - https://login.salesforce.com/*
 - https://*.salesforce.com
 - 4. Save changes.
 - Additional documentation from Microsoft can be found at the links below:
 - https://docs.microsoft.com/en-us/microsoft-365/security/office-365-security/atp-safelinks?view=o365-worldwide

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• https://docs.microsoft.com/en-us/microsoft-365/security/office-365-security/set-up-atp-safe- links-policies?view=o365-worldwide

Phase 2: Prepare to Use VAMS (continued)

- Plan for your clinic setup.
 - ☐ Standard/mobile clinics:
 - Think about how your clinic will be set up:
 - Desired appointment duration
 - Clinic end date and time zone
 - Clinic operating hours
 - Number of appointment slots per hour:
 - o Number of vaccination stations the clinic will staff
 - o Operating hours for each vaccination station
 - o Number of potential recipients the clinic plans to vaccinate at each station
 - **Example** 24 recipients/hour, appointment duration 10 minutes, 4 treatment stations would support:
 - 2 vaccination stations with 2 recipients vaccinated every 10 minutes OR
 - 4 vaccination stations with 1 recipient vaccinated every 10 minutes
 - Read more about how to set up a standard or mobile clinic in the <u>Clinic Setup Guide</u>.
 - ☐ Third-party clinics:
 - Plan how you will:
 - Recruit potential vaccine recipients.
 - Schedule potential recipients.
 - Complete prevaccination activities.
 - Send reminders for second doses.
- Add other clinic users.

Add one or more additional clinic administrators. Clinic administrators have found it helpful to add a	backup
clinic administrator when possible.	

- ☐ Be sure to carefully review for errors all new user information entered in the system.
- ☐ Add other clinic users.
 - For standard/mobile clinics, this would include front desk staff, healthcare professionals, and the inventory manager (optional).
 - For third-party clinics, this would include healthcare professional and inventory manager (optional).
 - <u>End-to-end demo</u>: Shows full VAMS process for jurisdiction, clinic, organization, and recipient users

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- Third-party clinic demo: Shows how to setup third-party clinic
- Standard and mobile clinic set up: Shows how to setup standard and mobile clinics

Helpful Guidance

1	The forten with antique in an alle
	Two-factor authentication emails

original OTP code. After five invalid attempts, VAMS will generate a new code.

This OTP email comes from no-reply@mail.vams.cdc.gov, no-reply@envelope.mail.vams.cdc.gov,
or VAMS@cdc.gov and is sent after the user clicks the link to register.
This password is valid for 60 minutes. If a user is unsuccessful with registering for any reason and tries to
register again within 60 minutes, they will not receive a new OTP code each time. They should use the

☐ All VAMS users will have to enter a One-Time Password (OTP) when they initially create their VAMS account.

Review data entry.

☐ At all stages, double-check all data as they are being entered. Some data entry errors will require Help Desk tickets to resolve.