Purpose & Audience

• **Purpose**
  - The following slides outline the necessary steps that all COVID-19 Vaccine Providers will follow to access the **Vaccine Allocation & Ordering System (VAOS)** and the new **Vaccine Ordering Dashboards**.
    - The **VAOS** is the system through which (once a vaccine is available) you will submit your vaccine allocation needs, receive and accept your allocation numbers, and report on received shipments.
    - The **Vaccine Management Dashboard** allows you to monitor your individual vaccine allocations, distribution supply, and administration metrics.

• **Audience**
  - COVID-19 Vaccine Providers
Getting Started

Step-by-step instructions to access VAOS and the Vaccine Ordering Dashboards
Step 1: Locate Encrypted Email

- Please locate the email which you would have received as early as Wednesday 11/18/2020 from the HHS Enterprise Portal.

- If you are unable to locate this email, please reply to this email or email COVID19VacMgmt@dshs.texas.gov directly and let us know you are unable to locate your VAOS information.

- If you are able to locate the email, proceed to Step 2.
If you already unencrypted the email successfully and were able to reset your password, please proceed to **Step 3**. If you have not yet unencrypted it, please follow these instructions to unencrypt this email:

1. Open the message.html file in the email from the HHS Enterprise Portal titled *****Confidential***** Initial Access to the HHS Enterprise Portal.

2. This will open a web browser. Click **Use a one-time password** to receive a one-time password via email.
3. Type the one-time password on the next screen. Click **Continue**.
4. This will open the encrypted message with a link to VAOS and your username and temporary password.

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This account must be used to access Texas Yeast: Allocation and Ordering System (VAOS) which will be used for COVID-19 vaccines.

Hi,

Welcome to the HHS Enterprise Portal! Your account is active and ready for use.

Access the portal using the following link:
https://texasvaccine.aho.texas.gov

Use the following credentials to sign in:
Username: Your Username
Temporary Password: Your Temporary Password

After accessing the portal for the first time, you will be required to change your temporary password and create security questions. If you have any questions regarding how to complete this action, please review the HHS Enterprise Portal Web Help https://hhsportal.hhs.texas.gov/helpguide/hastee/content/home.html and FAQs https://hhsportal.hhs.texas.gov/fm/portal/portal/PortalHome/PortalHome/FAQs. For further help or if you believe you have received this email in error, notify the Help Desk at 512-438-4720.

Thank you,

HHS Enterprise Identity and Access Management
Step 2: Unencrypt Email & Reset Temporary Password

5. Click on https://texasvaccines.dshs.texas.gov
6. Type in the username and the temporary password provided in the encrypted email.
7. You will then be prompted to change your temporary password.
Follow these instructions to access VAOS and the Vaccine Ordering Dashboards:

1. Once you’ve updated your temporary password, you can login to VAOS at the same link: https://texasvaccines.dshs.texas.gov
2. Enter your username and password.
Step 3: Access VAOS and Dashboards

3. From the home page, you will see a link to Dashboards. Click on Dashboards to check that you have access.
4. Once you select **Dashboards**, you will see an option to **Sign in to the Tableau Server**.

5. Select **Sign in to Tableau Server** and enter your VAOS username.
Have Questions?

For questions about your COVID-19 Vaccine Provider account and accessing the dashboards, please contact us at COVID19VacMgmt@dshs.texas.gov