User Guide for NIH Foil the Flu Appointment Registration

Using your Chrome (preferred), Firefox, or Safari browser, navigate to https://oms.ors.nih.gov. For more detailed instructions and screen shots, please refer to the User Guide provided on the Nexus Training Library webpage available by clicking the question mark on the right top section of the site (1):

Flu Registration:

- Log into Appointment Registration with PIV credentials
- Page should default to Action Items. Registration is included there.
- Expand "Foil the Flu Registration" Action Item and click green button to Complete Form
- Choose one of the following options
    - Immunized elsewhere
    - Contraindication
    - Immunization at NIH
- Complete all required information and click the Submit button

Make an Appointment:

- Select the date that you would like to be vaccinated
- Select AM/PM preference
- Select your desired vaccination location from dropdown menu
- Select Visit Type from dropdown menu - all options will include 2020 seasonal influenza
- Search available times
- Select desired time and click on "Create" button
- Close the appointment screen

Text Notifications:

- To enable text reminders, from the expandable menu (top right) select User Profile, enter your cell phone number and check "Opt-in for Appointment Text Reminders" and click Save.

Cancel an appointment:

- Click "Manage My Health Appointments" on the Quick Launch items on the left-hand side of the screen. When the window pops up, click "My Appointments" to display all appointments scheduled for you in OMS. Select the appointment you want to cancel. At the bottom right of the panel, click "Cancel Appointment." Select a reason from the dropdown choices, then click "Update" and click "Yes" to "Are you sure you want to cancel appointment?"

Access my Flu immunization record:

- From the Launchpad, click the "My Summary tab" in the middle top of the screen. Under the Health Summary group expand "Compliance Documents." Select the document you wish to download and click the green "Download" button. A document will appear wherever downloaded documents normally appear, in the case of Chrome, at the bottom of the browser at the left corner. Open and save the document to your desired location.