MyChart Self Scheduling COVID Vaccination

This document will show a patient the steps that will be taken in order to schedule their COVID-19 Vaccine appointment through the MyChart portal.

Try It Out!

You will receive an Email notifying you that your COVID Vaccine appointment can be scheduled by clicking the SCHEDULE NOW on your MyChart home Page. The email will also have Covid vaccine information and resources.

Follow the steps to complete your MyChart Self Scheduling:

1. You will log in to MyChart

![Login to MyChart]

2. Access the scheduling ticket from the Home Page and click the Schedule Now icon.

![Schedule Now on MyChart Home Page]
3. Complete the Brief Questionnaire associated with the COVID Vaccine appointment you selected to schedule. This can be done by selecting your answer to each question and clicking Continue.

**Below just provides an example of one of the questions. Please answer each question as appropriate**

4. Once the Brief Questionnaire is completed, you will Select the Location where you prefer to have your COVID Vaccine appointment scheduled.
5. Select from the Available Date and Time slots that works best for you.

6. You will Verify and Review the instructions, and Schedule the appointment.
7. Once the appointment is scheduled, you will receive a MyChart message confirming the scheduled appointment.