Topic: How to Schedule a COVID-19 Booster Vaccination via MyChart

Description: This tip sheet will assist you in scheduling a COVID-19 booster vaccination via MyChart (desktop and mobile versions).

Link to UTSW COVID-19 Vaccination Website.

1. Once logged in to your UT Southwestern MyChart account, you will see a COVID-19/Flu Scheduling button at the top of your screen.

2. The top section will include the process you will follow.
   
   Click on the COVID-19 Vaccine button.

3. Additional resources are available above the questions.
   
   Complete the Symptom Checker questions then click Continue.

We are now providing third doses of the Pfizer-BioNTech and Moderna COVID-19 vaccines to individuals who are eligible based on age, underlying medical conditions, and occupations that heighten the risk of severe COVID-19. You can read more about the criteria first approved by the Food and Drug Administration and then formally recommended by the Centers for Disease Control and Prevention.

Please verify your eligibility for a third dose of the Pfizer-BioNTech or Moderna COVID-19 vaccines.

* Indicates a required field.
* Do you have an underlying medical condition that increases your risk for severe COVID-19 (see link above)?
  Yes  No

* Do you work in an environment with increased risk for COVID-19 exposure and transmission?
  Yes  No

Continue  Finish later  Cancel
4. Your response will trigger a recommendation. Click “I accept this recommendation.”

5. A Scheduling Ticket will be created. Click Continue to schedule your appointment.

Once you complete the scheduling process, a confirmation will display:

**Appointment Details**

- **Appointment Scheduled**
  - You're all set! You can review details of your upcoming appointment below.

- **Moderna Vaccine 3rd Half Dose**
  - Wednesday November 17, 2021
  - 12:30 PM CST
  - Add to calendar

- **UT Southwestern COVID-19 Vaccination Clinic - WCB3**
  - 2001 Inwood Road
  - 9th Floor Conference Center
  - DALLAS TX 75390
  - 214-633-2021

- **Get ready for your visit!**
  - Pre Check-In
  - Save time by completing Pre Check-In ahead of time.

- **Cancel appointment**
Scheduling via the MyChart Mobile App

1. Once logged in to your MyChart mobile app, locate the COVID-19/Flu Scheduling button to the left of the menu.

2. Follow the Symptom Checker and click OK, got it!

3. Select COVID-19 Vaccine and follow the directions to schedule your booster dose.