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

Description: This tip sheet assists the general public in scheduling COVID-19 vaccinations at UT Southwestern Medical Center.

Link to UTSW COVID-19 Vaccination Website.

Once you have registered for a UT Southwestern MyChart account, you will receive a MyChart message when you become eligible to schedule a COVID-19 vaccination appointment.

1. Log in to your UT Southwestern MyChart account using your personal username and password:

2. After you log in, select ‘Schedule an Immunization.’
You will then be prompted to answer a few short questions under Symptom Checker:
3. The **Symptom Checker** will make vaccination recommendations based on your provided answers:

![Symptom Checker Screen](image)

You must accept this recommendation before you can schedule your vaccination appointment.

4. A scheduling ticket has now been created – click continue.

![Scheduling Ticket Created](image)
5. If vaccine is available, choose a location and time:

NOTE: Vaccinations are contingent on supply, which is currently limited. If all doses have been accounted for, you will not see the screen shown above and instead will receive this message:

Schedule an Appointment

We apologize as no appointments are currently available. We encourage you to check back often as we frequently update our schedules. Thank you for your patience and for entrusting UT Southwestern with your health care needs.
6. You will be given a chance to review the selected date and time and provide any comments or concerns regarding your upcoming appointment. After that, click the blue **SCHEDULE** button:

7. You now have a scheduled appointment for your COVID-19 vaccination.

   a. You may **CONFIRM** your appointment at this time.
   b. You can also complete your **PRE CHECK-IN**.

8. Your appointment is confirmed.
Troubleshooting Issue:

1. **I have a scheduling ticket but am unable to locate it.**

   If you have a scheduling ticket and the “Schedule an Immunization” Quick Link is not present on the top menu, please try the following:

   a. Go to the **Main Menu** and click the three bars.

   b. Click **Schedule an Appointment**.

   c. Doing so will take you to the following screen. Click **Schedule Now** to begin scheduling your vaccination:

   ![MyChart Menu](image)

   ![MyChart Appointment Screen](image)

   **NOTE:** If you are on the MyChart mobile app, you may also see the following prompt when you first log in:

   ![MyChart Mobile Prompt](image)

   You have an appointment that needs to be scheduled. Make sure to schedule your COVID-19 Vaccination by Friday September 03, 2021.