**Epic Version:** 2020  
**Application:** MyChart  
**User(s) Affected:** All Epic Users  
**Date in Effect:** 4/17/2021

**Topic:** Immediate scheduling for first-dose COVID-19 Vaccinations at UTSW

**Description:** Immediate scheduling is now available at UT Southwestern. This tip sheet will walk you through the process of scheduling your COVID-19 vaccination at one of four UTSW sites.

**Steps to Take:**

1. Go to the UTSW website utswmed.org/.
2. Click Vaccination in the top yellow navigation bar.

3. If you need your first dose, click Schedule Now and continue with the following steps. If you need your second dose, select Second Dose Info.

**Ready to Schedule Your Vaccination?**

- **First Dose Needed?** If you are new to UT Southwestern or an existing patient, we are pleased to provide your vaccination. Registering for an appointment should only take a few minutes.

- **Time for a Second Dose?** If you already received your first dose, we welcome you to review our frequently asked questions (FAQ), which includes information on how to get your second dose scheduled.

- **Here to Help!** We are continuously updating our FAQ section to provide the most up-to-date information, as well as educational resources including videos and blogs from our experts.

4. Pick your preferred date, time, and location.
5. Verify your appointment information is correct. Select **Continue**.

![Appointment Information](image1)

6. Log in to **MyChart** if you already have an account or **Continue as a Guest** to create a new one.

![Login Options](image2)

7. Fill out all **required fields** marked with a red asterisk *.

![Patient Information Form](image3)
8. Check the **I’m not a robot** box then click **Schedule it**!

9. Click the blue **Sign up now** button.

You're almost done! One more step: **Sign up for MyChart now** in order to complete the scheduling process.

**Monday April 19, 2021**
Starts at 2:15 PM

**UTSouthwestern COVID-19 Vaccination**
**Clinic - Market Hall**
2200 N. Stemmons Freeway
Market Hall
DALLAS TX 75207
214-633-2021

If patient is under 18 years old, parent must be present to sign consent forms prior to vaccine administration.

Once signed up, you can check-in online to complete your vaccine consent forms, saving you time at the vaccination site. In order to create your MyChart account and to protect your health information, we will ask you a few questions only you would know the answers to.

**Sign up now**
10. In order to create your MyChart account and to protect your health information, we will ask you a few questions that only you would know the answers to.

11. Choose a Username and Password, then add an email address.
12. Read and accept the MyChart conditions.

13. View the details of your appointment in MyChart and complete your Pre Check-in documents in advance of your vaccination.