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

![Appointment Information](image1.png)

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

![MyChart Login](image2.png)

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

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

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