

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.

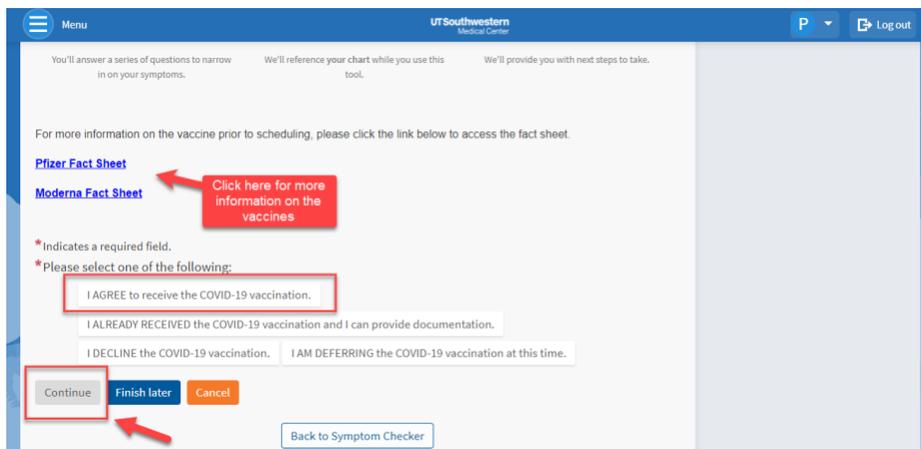
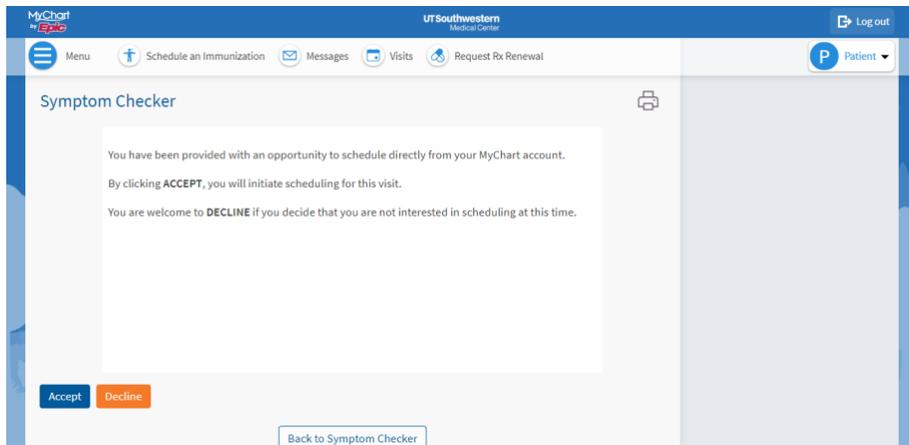
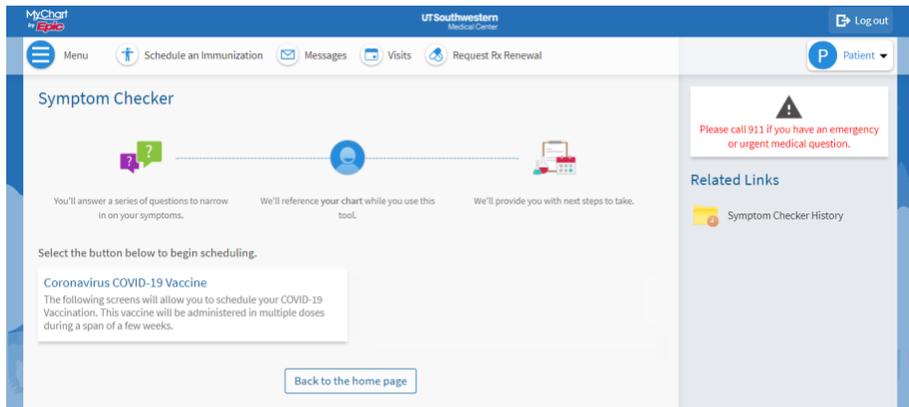
Link to [UTSW COVID-19 Vaccination Website](#).

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.

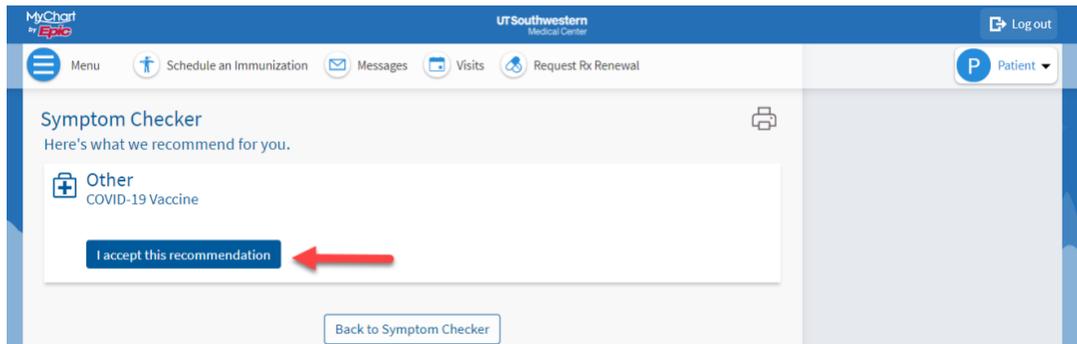
1. Log in to your UT Southwestern MyChart account using your personal username and password:

2. After you log in, select 'Schedule an Immunization'.

You will then be prompted to answer a few short **questions** under **Symptom Checker**:

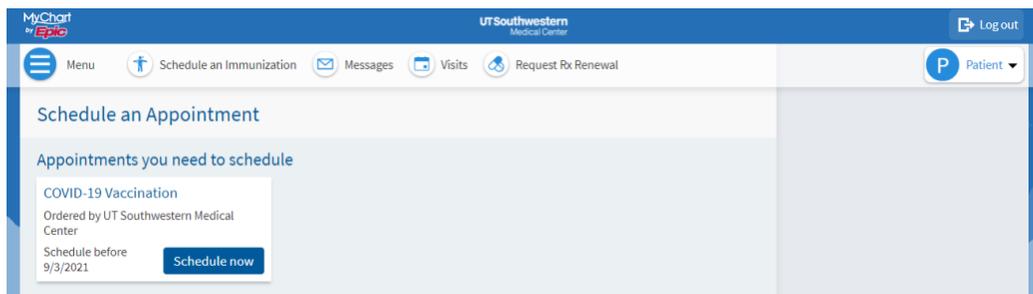
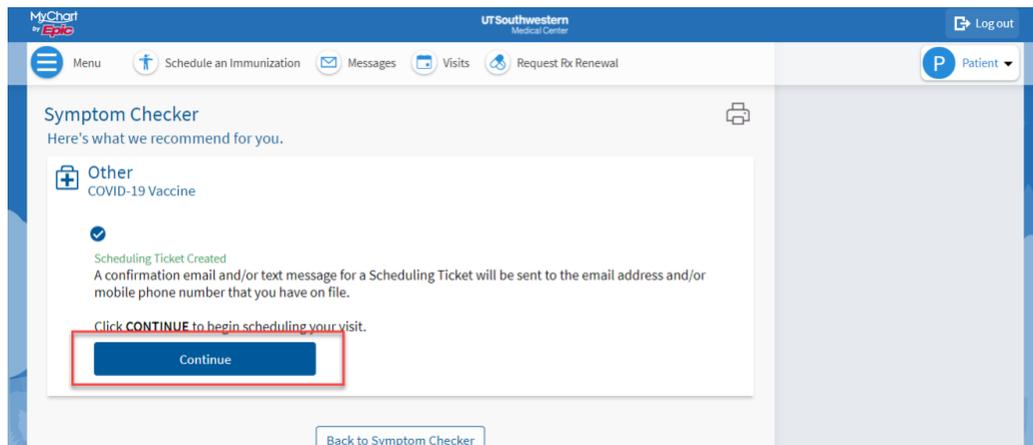


3. The **Symptom Checker** will make vaccination recommendations based on your provided answers:



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

4. A scheduling ticket has now been created – click on Continue



5. If vaccine is available, choose a location and time:

The screenshot shows the 'Schedule an Appointment' page in MyChart. The 'Reason for visit' is 'COVID-19 Vaccination'. The 'Locations' tab is selected, showing three options: 'Any location', 'UTSouthwestern COVID-19 Vaccination Clinic - RedBird', and 'UTSouthwestern COVID-19 Vaccination Clinic - WCB3'. The 'Time' tab is not yet selected.

The screenshot shows the 'Schedule an Appointment' page with the 'Time' tab selected. The 'Reason for visit' is 'COVID-19 Vaccination' and the 'Locations' is 'Any location'. The 'Start search on' date is '03/03/2021'. The 'Times' section shows a grid of available times for 'Wednesday March 3, 2021' at two locations: 'UTSouthwestern COVID-19 Vaccination Clinic - WCB3' and 'UTSouthwestern COVID-19 Vaccination Clinic - Market Hall'. The times range from 9:45 AM to 11:45 AM in 5-minute increments.

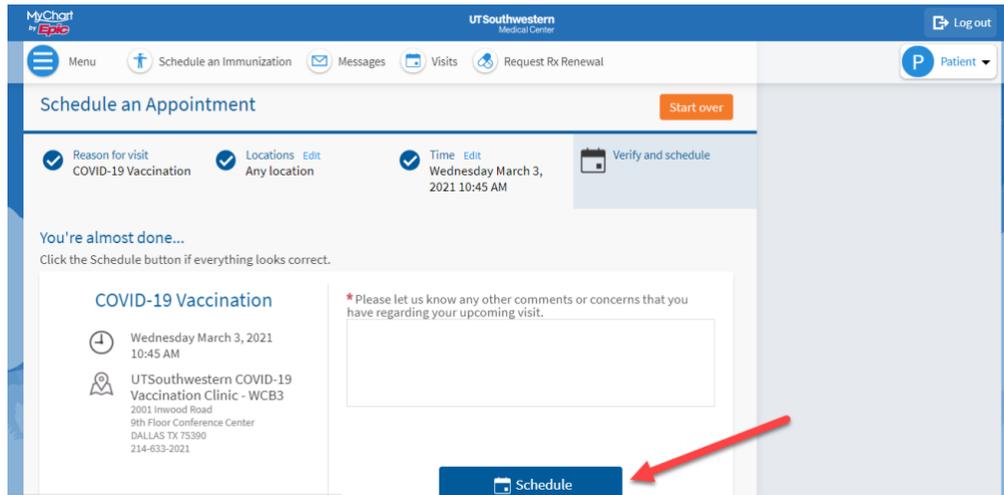
Wednesday March 3, 2021				
UTSouthwestern COVID-19 Vaccination Clinic - WCB3 2001 Inwood Road 9th Floor Conference Center DALLAS TX 75390				
9:45 AM	9:50 AM	9:55 AM	10:00 AM	10:05 AM
10:10 AM	10:15 AM	10:20 AM	10:25 AM	10:30 AM
10:35 AM	10:40 AM	10:45 AM	10:50 AM	10:55 AM
11:00 AM	11:05 AM	11:10 AM	11:15 AM	11:20 AM
11:25 AM	11:30 AM	11:35 AM	11:40 AM	11:45 AM
UTSouthwestern COVID-19 Vaccination Clinic - Market Hall 2200 N. Stemmons Freeway Market Hall DALLAS TX 75207				

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:

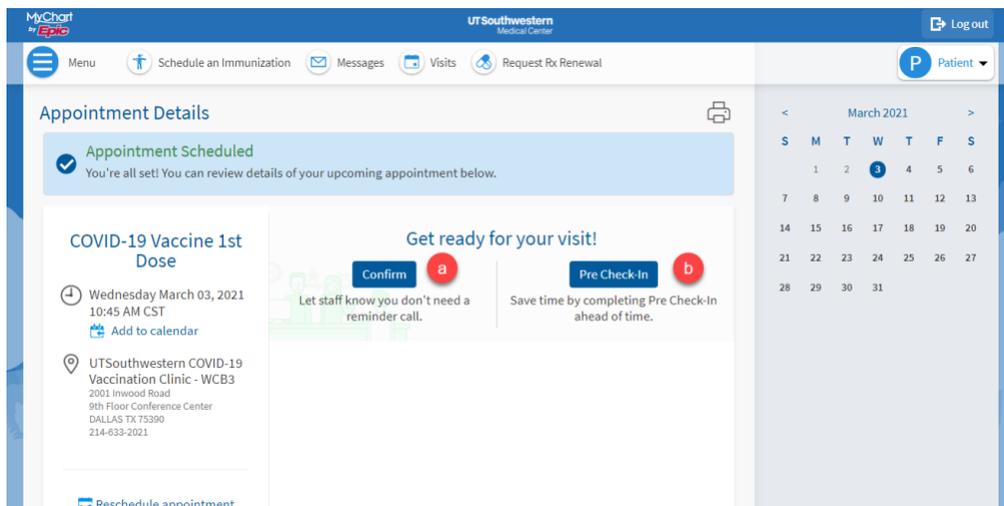
Schedule an Appointment

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.

- 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:

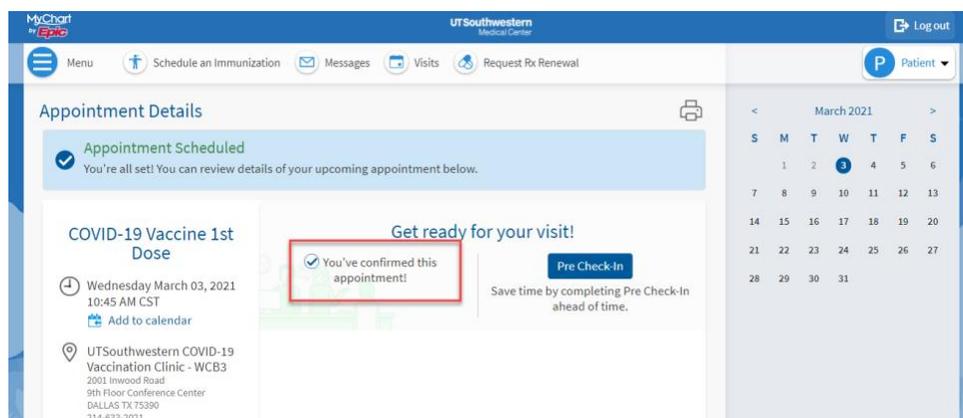


- You now have a scheduled appointment to receive the COVID-19 vaccination.



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

- Your appointment is confirmed.

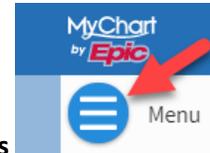


Troubleshooting Issue:

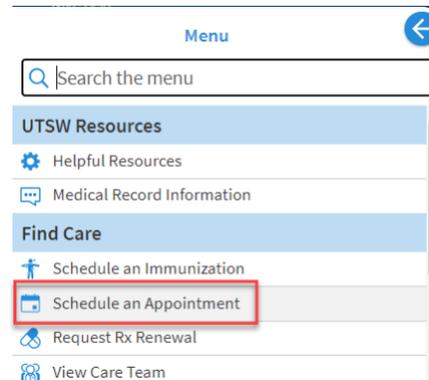
1. I have a scheduling ticket but am unable to locate it.

If you have a scheduling ticket and the “Schedule a COVID-19 Vaccine” orange Quick Link disappears, please try the following:

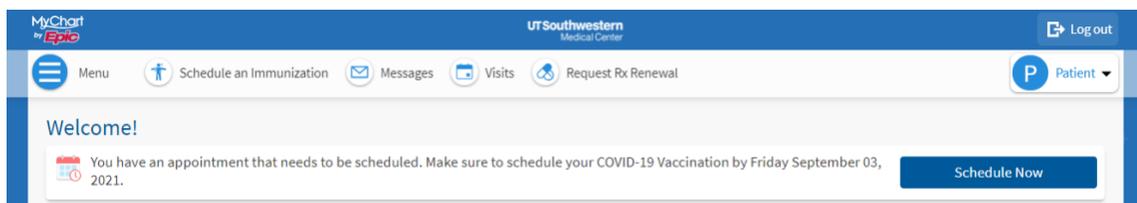
a. Go to the **Main Menu** and click on the three bars



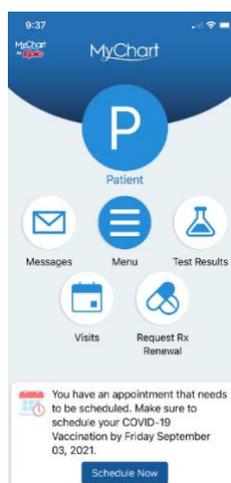
b. Click on **Schedule an Appointment**



c. This will take you to the Welcome screen where you can proceed in scheduling your vaccination:



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



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

[Schedule Now](#)