



A step-by-step guide on how to schedule your 1st COVID-19 vaccination appointment online.

COVID-19 vaccine online scheduling instructions

1. Click the link in the email you received.
2. Find the date you want and click on the appointment time that works best for you.
If the time you want does not appear, click “more...” to show more times available on that day.
3. Type in the **Reason for Visit** field and click the **SCHEDULE IT!** button.

If you have an OHSU MyChart account, click the green **LOG IN** button to complete Pre-Check-In for your vaccination appointment. You are all done after you complete Pre-Check-In. ✓

If you **do not** have an OHSU MyChart Account, click the green **CONTINUE** button to continue as a **Guest**.
Note: Each hospital has their own MyChart system. If you have a MyChart account at another hospital (like Providence, Kaiser, Legacy, etc.) it is not the same as OHSU and you should continue as a guest.

4. Enter the required information fields and click the green **NEXT** button.
5. Please update the **Insurance** field with your insurance information and click the green **NEXT** button.
Bring your insurance card to your appointment with you. *Note: The COVID-19 vaccine is being administered at no cost to patients, you **will not** receive a bill for this appointment.*
6. Show us that you are not a robot by checking the I'm not a robot box and clicking the green **SCHEDULE IT!** button.
7. Write down your appointment date and time. (*Your confirmation email **will not** include this information so please write it down*). Then click **SIGN UP NOW** to activate an OHSU MyChart account.

Activating a MyChart account is an important step. It will be the easiest way for you to look up your appointment times for your 1st and 2nd vaccinations. You can also find your vaccination dates if you ever lose your vaccination card.

8. Once you activate and log into your OHSU MyChart account, complete Pre-Check-In for your 1st vaccination appointment. You are all done after you complete Pre-Check-In. ✓