COVID Vaccine MyChart Scheduling

Use this guide to help activate your UI Health MyChart account and schedule your COVID-19 Vaccine appointments.

MyChart Signup

1. If you have received a MyChart Activation email, click on the box.
2. This will open the “Please Identify Yourself” window with the activation code populated.

Note: Use the same email address where you received the MyChart Activation Email. You can change this after activation.

3. Enter Date of Birth. Click “Next”.

Scheduling Appointment

1. From the MyChart Welcome page, locate the COVID Vaccination Appointment Request. Click “Schedule Now”.

You have an appointment that needs to be scheduled. Make sure to schedule your Covid Vaccination Dose 1 by Saturday January 02, 2021.
2. This will open to the “Schedule an Appointment” window. Select the “date” and “time” that works for you.

Once the “date” and “time” are selected, the system will automatically direct users to the “Verify and Schedule” section. If you would like to select another date and time, click on “Start Over” located in the top right hand side of the screen.

3. In the “What is the most important thing you want addressed during this visit?” field, enter a “period”.

Back Pocket: The system will not allow this field to be blank as it is a required field.

4. In the “Before scheduling” section, check the “Join the wait list” box if you wish to be alerted to a sooner appointment if one becomes available.

5. Click “Schedule”. This will open to the Appointment Scheduled confirmation window.

Rescheduling an Appointment

1. From the “Appointment and Visit” window, click “Reschedule Appointment”.
2. This will open to the “Reschedule Appointment” window. Select a new “date” and “time”.

2. In the “What is the most important thing you want addressed during this visit?” field, Enter a “period”

Back Pocket: *The system will not allow this field to be blank as it is a required field.*

3. Click “Schedule”. This will open to the Appointment Scheduled conformation window.

### Canceling an Appointment

1. From the “Appointment and Visit” window, click “Cancel Appointment”.

2. This will open to the “Cancel Appointment” window. Click “Confirm Cancellation”.
3. This will open to the “Cancellation Confirmed” window.

Wait list

Waitlist is an option that will alert you to a sooner appointment if one becomes available.