

# Schedule your COVID-19 Vaccination

St. Charles Health System is working in partnership with local county health departments to complete COVID-19 vaccination for the community under guidance from the Oregon Health Authority. This tip sheet describes how to schedule an appointment for a COVID-19 Vaccination.

1. From the scheduling page, select the desired date and time slot. Please be patient with the appointment portal. It can be slow to load. If it truly won't load after several minutes of wait time, please try refreshing your page or use a different Internet browser like Google Chrome.

Scheduling page

2. Review your selected date and time. If appropriate, click **Back** to select a different date and time. Otherwise, enter a reason for visit and click **Schedule It**.

Appointment review page

3. A log in page displays and prompts you to log in to your MyChart account. If you do not have a MyChart account, you can continue as a guest.

Log in page

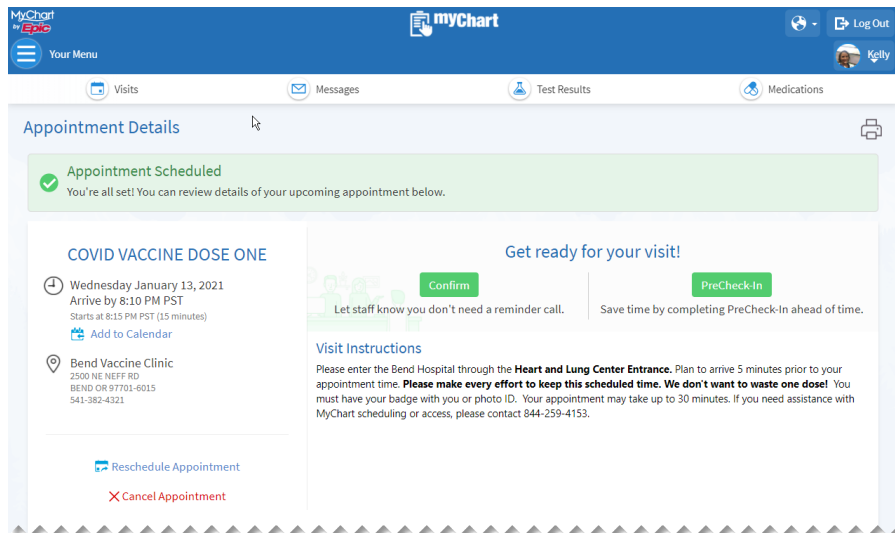
## If you have a MyChart Account:

1. Click **Log In**.
2. The MyChart Log In page displays. Enter your MyChart username and password, and then click **Sign In**. Enter the answer to your security question, if prompted.



If you forgot your MyChart username or password, please contact MyChart Customer Service at 844-259-4153.

3. The Appointment Details page displays and your appointment is scheduled. Review the appointment details and visit instructions.

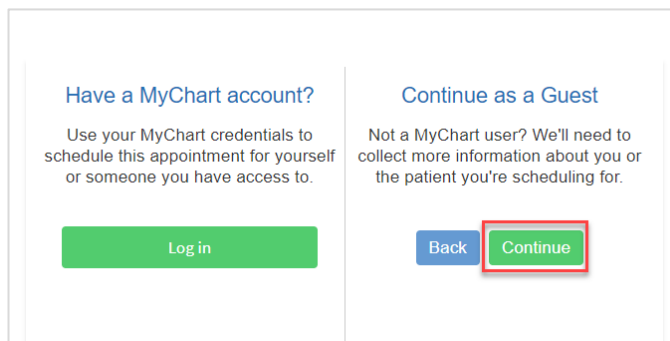


*Appointment Details*

4. (Optional) Click **Confirm** to confirm your appointment. You will not receive a reminder call for this appointment.
5. (Optional) Click PreCheck-In to review and update your personal information and allergies.

## To Continue as a Guest:

1. Click **Continue**, to continue as a guest.



*Log in page*

2. Complete all required fields with the patient's information and click **Next**.

*Patient information page*

3. (Optional) Enter the patient's insurance information, and click **Next**.
4. Select the 'I'm not a robot' checkbox. Click **Schedule it**.

*Verification page*

5. A confirmation message displays with the appointment details and visit instructions.

**Thanks, Mickey Mouse, your appointment is scheduled!**

*Confirmation message*

6. Close your web page.