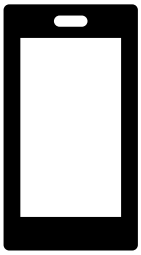
COVID-19 VACCINE APPOINTMENT SCHEDULING INSTRUCTIONS

WEB BROWSER INSTRUCTIONS: PAGE 3
If you are using your desktop or laptop computer to access the *my*BeaumontChart webpage, instructions begin on page 3



MOBILE APP INSTRUCTIONS: PAGE 12
If you are using the MyChart mobile app, instructions begin on page 12

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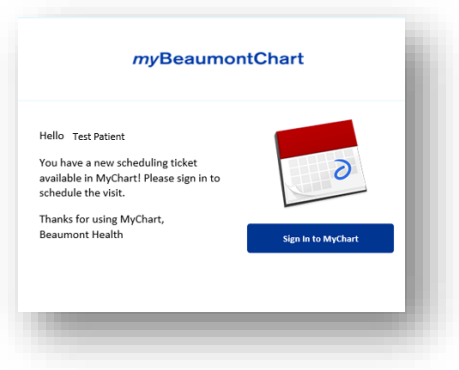
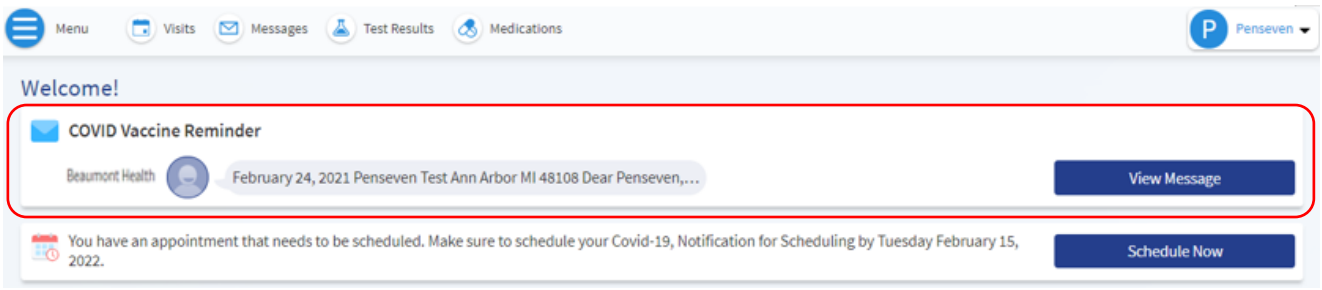
Scheduling your COVID-19 Vaccine (Desktop)

1. If you meet the state and federal criteria for vaccination and have been randomly selected, you'll receive an email invitation from Beaumont Health with the subject line **New Scheduling Ticket Available in myBeaumontChart**.

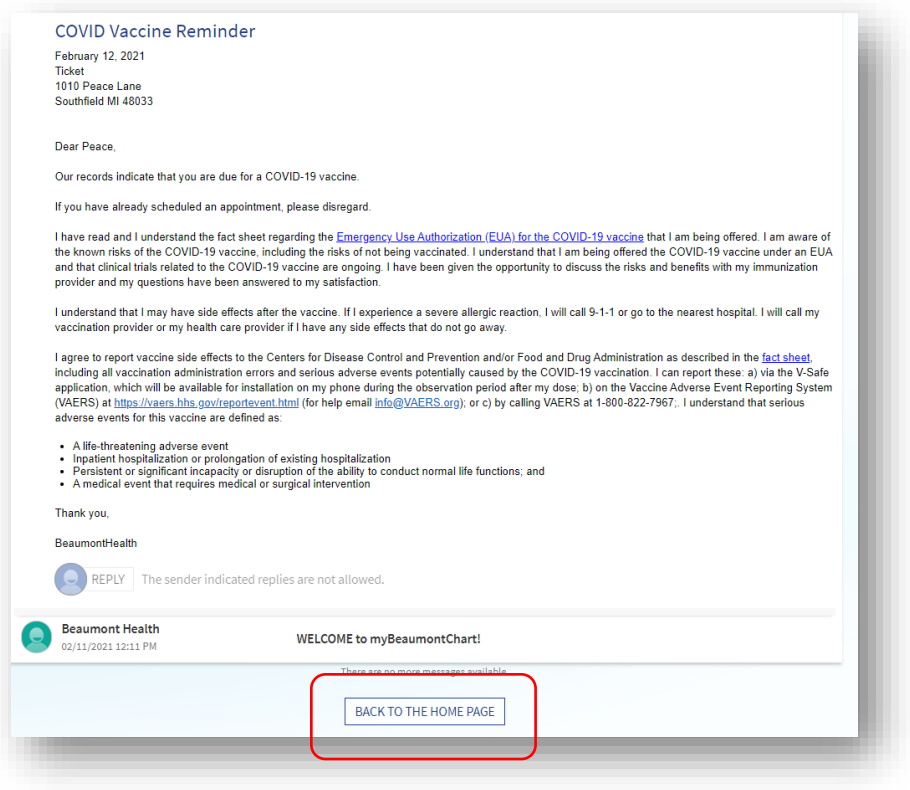


   You will also receive an email from Beaumont Health with the subject line **Please check your MyChart account**

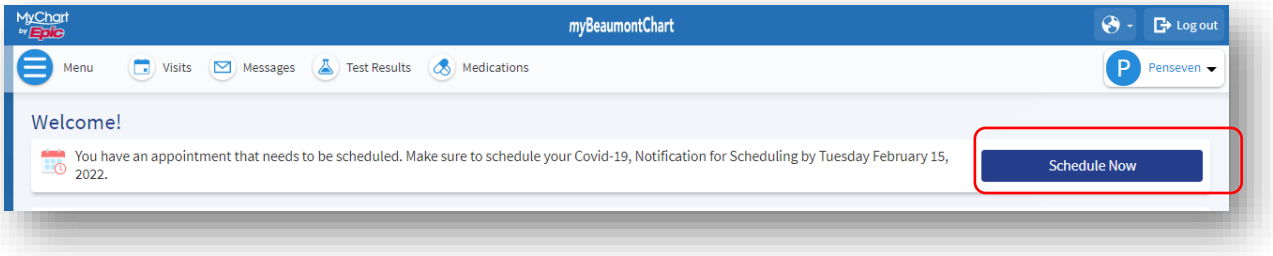
2. Sign in to your myBeaumontChart account at mybeaumontchart.com
3. In your homepage alerts, you will see that you have a **new message**. Click **View Message** to open it



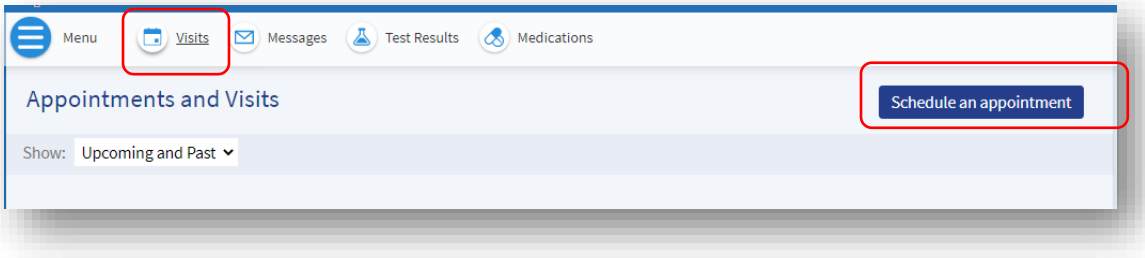
4. Once you are finished reading the message, click **Back to the Home Page**

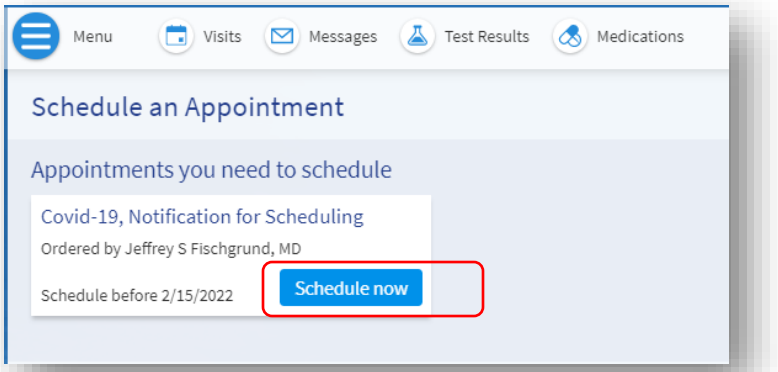


5. From the home page, click **Schedule Now** next to the alert that says **You have an appointment that needs to be scheduled. Make sure to schedule your Covid-19, Notification for Scheduling**

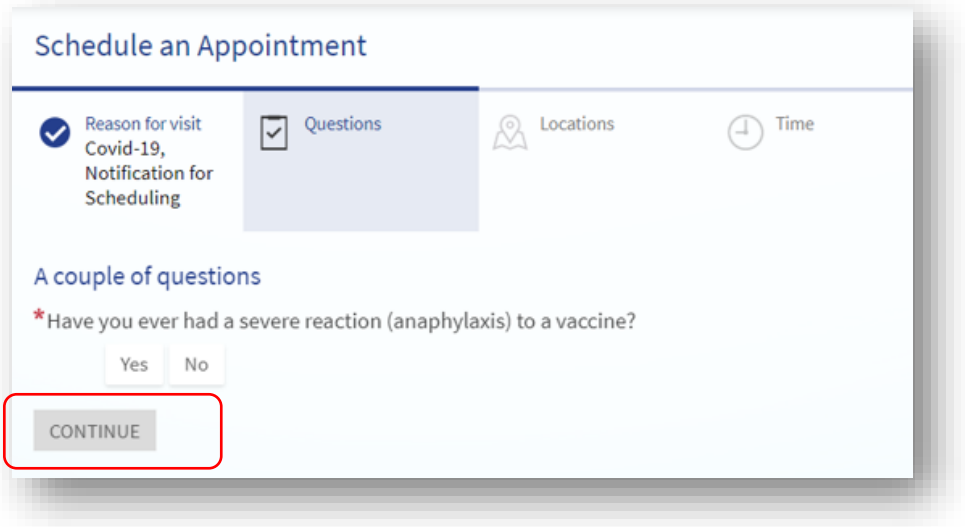


You can also schedule by going to the Visits menu and clicking Schedule an Appointment and then click ***Schedule Now***

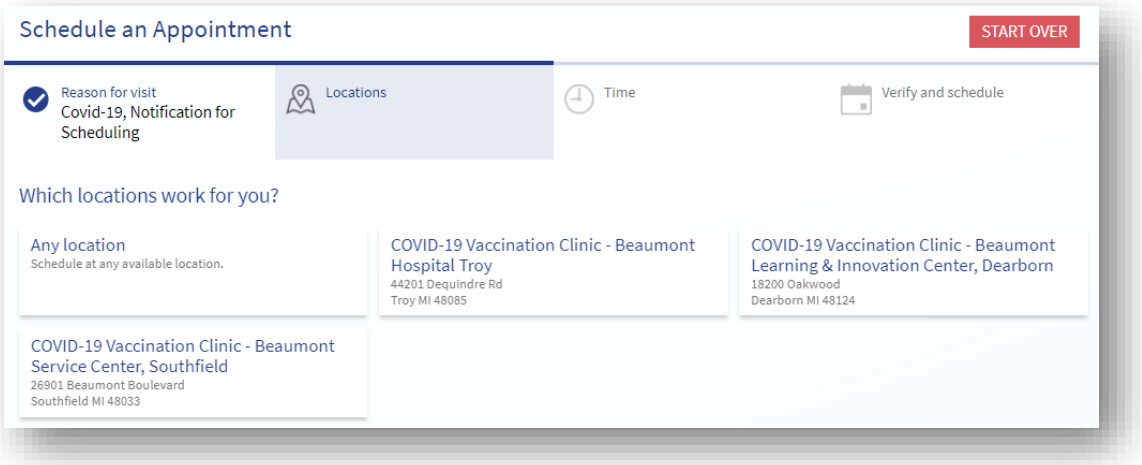




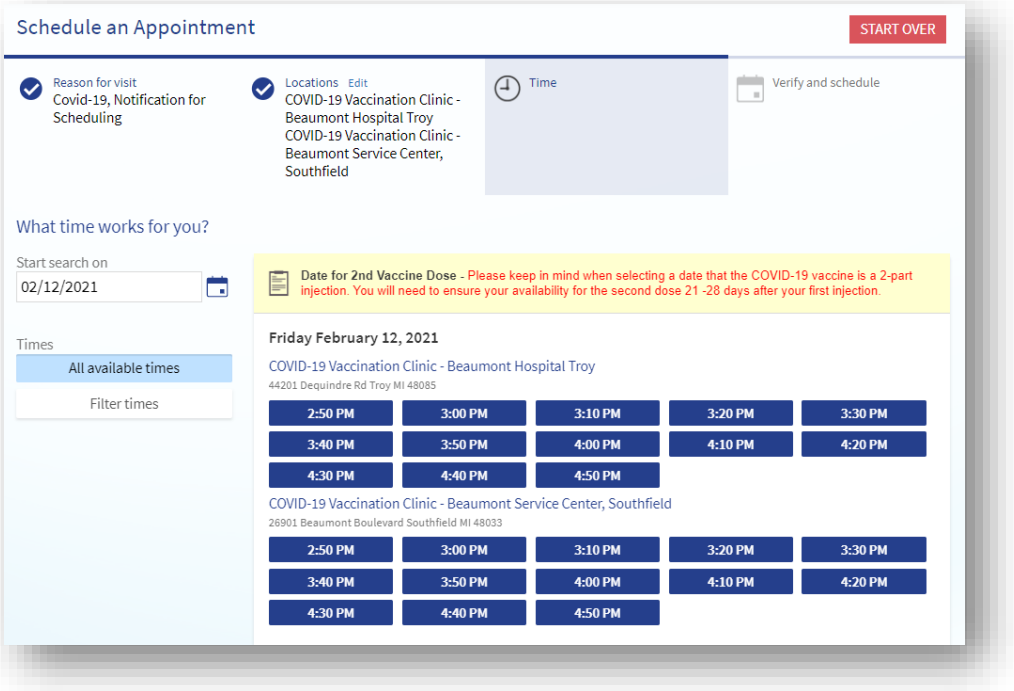
6. You will be prompted to answer a few questions. Click **Continue** after answering each question



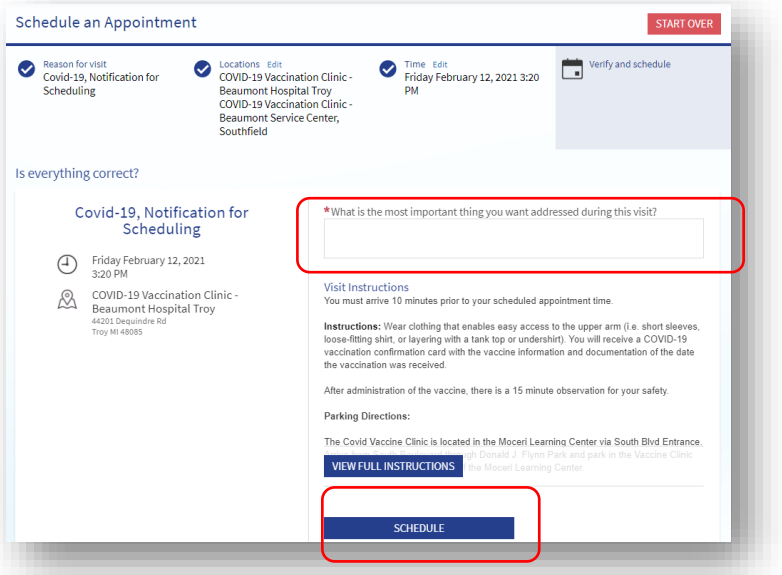
7. After answering questions, you'll be prompted to select a location. You can select one or multiple locations. When your location(s) is/are selected, click **Continue.**



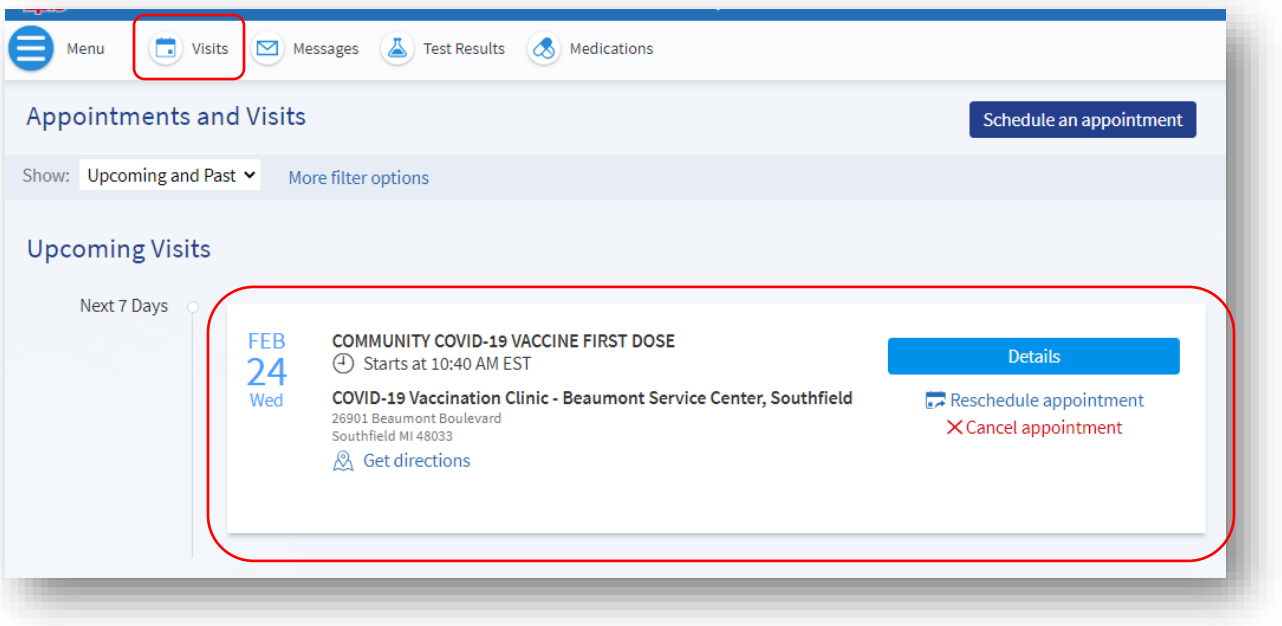
8. Click on the time that works best for you



9. Verify everything looks correct on this screen. You'll see your chosen date/time/location on the left and full visit instructions on the right. If everything looks good, fill in the prompt ***What is the most important thing you want addressed during this visit** and click **Schedule.** Note: you may click Start Over, or go back a step, but you are not able to "hold" this date/time/location selection without clicking Schedule.



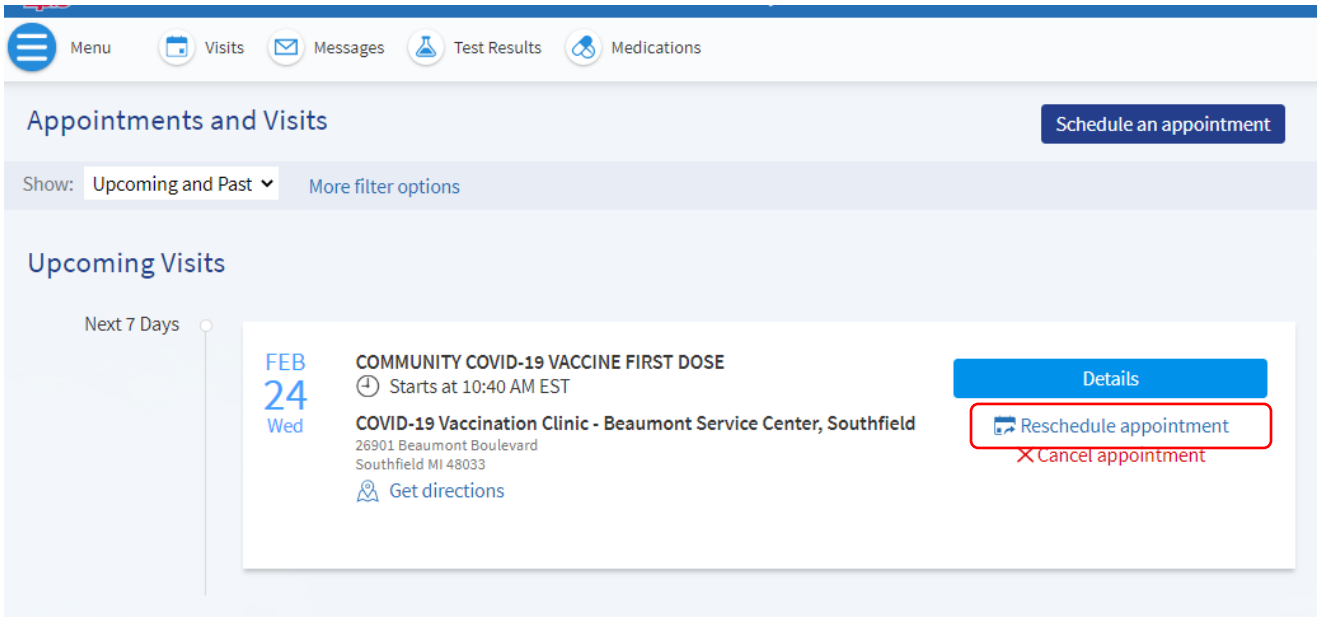
10. You'll receive an email confirmation once your appointment is scheduled. You'll also be able to see your visit information in the **Visits menu** within myBeaumontChart



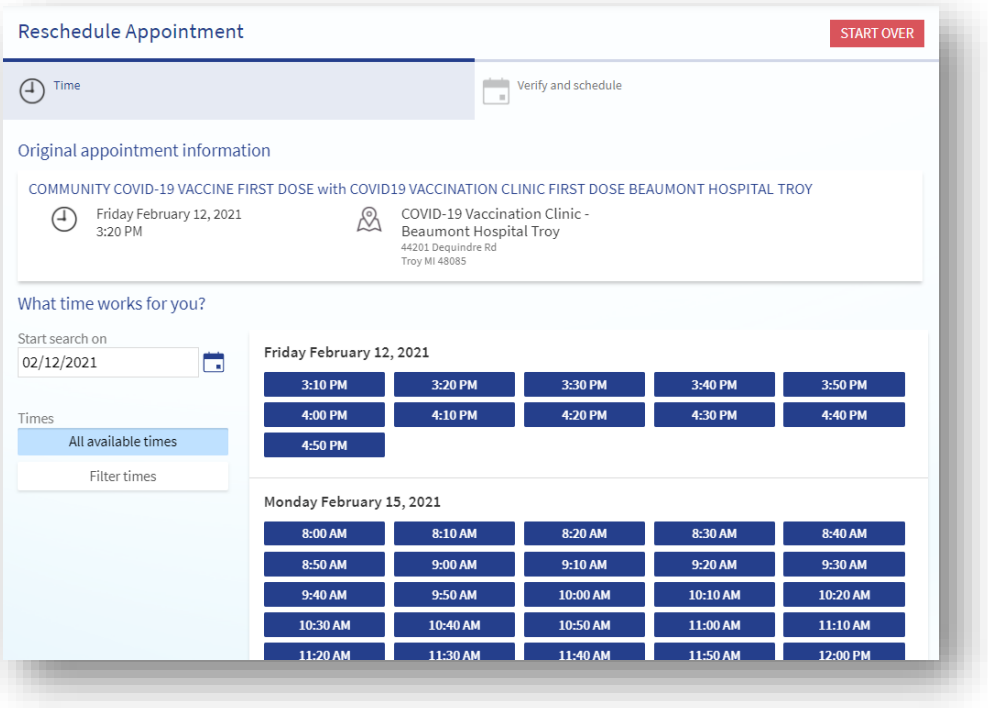
Rescheduling/Cancelling your COVID-19 Vaccine Appointment

(Desktop)

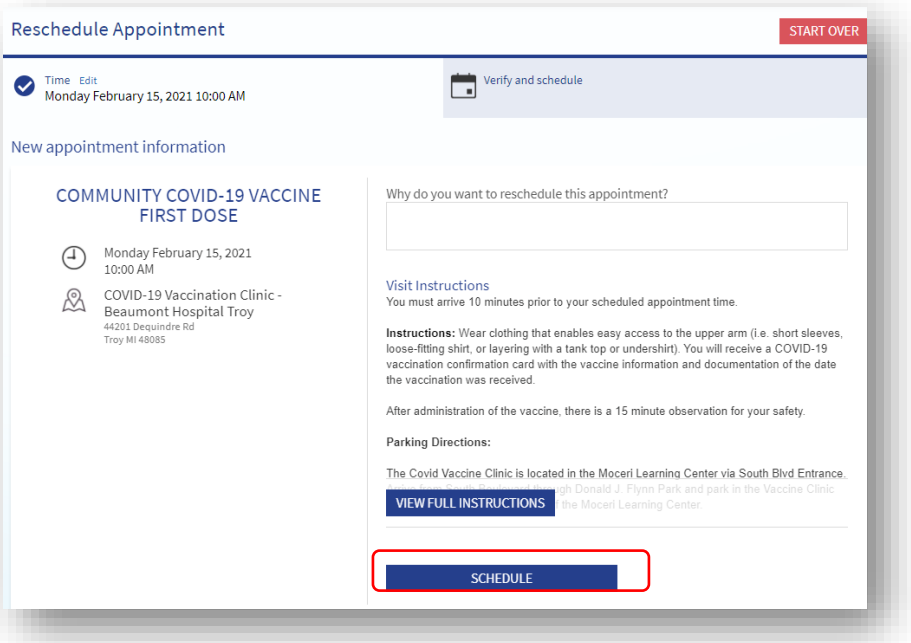
If you need to **reschedule your appointment**, you may do so by navigating to the appointment in your Visits menu and clicking **Reschedule Appointment**



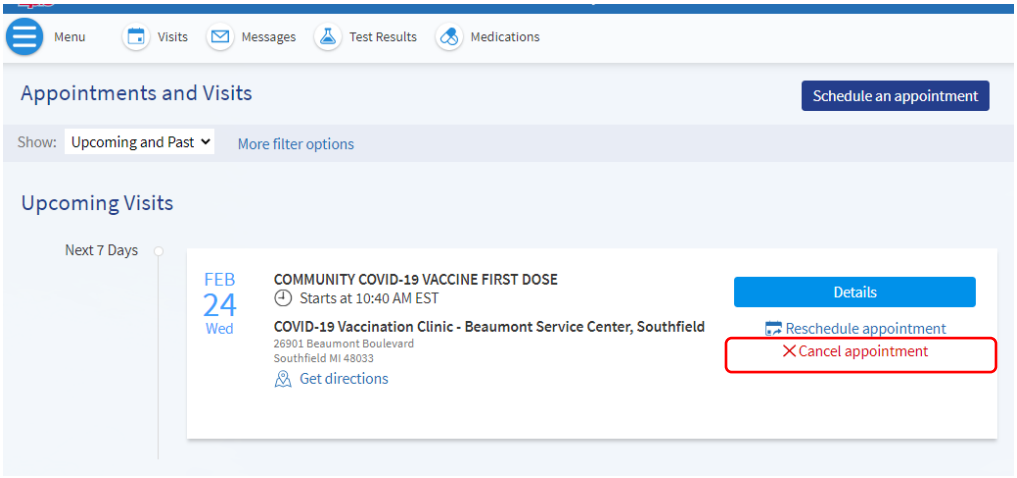
You will be prompted to choose a new date/time



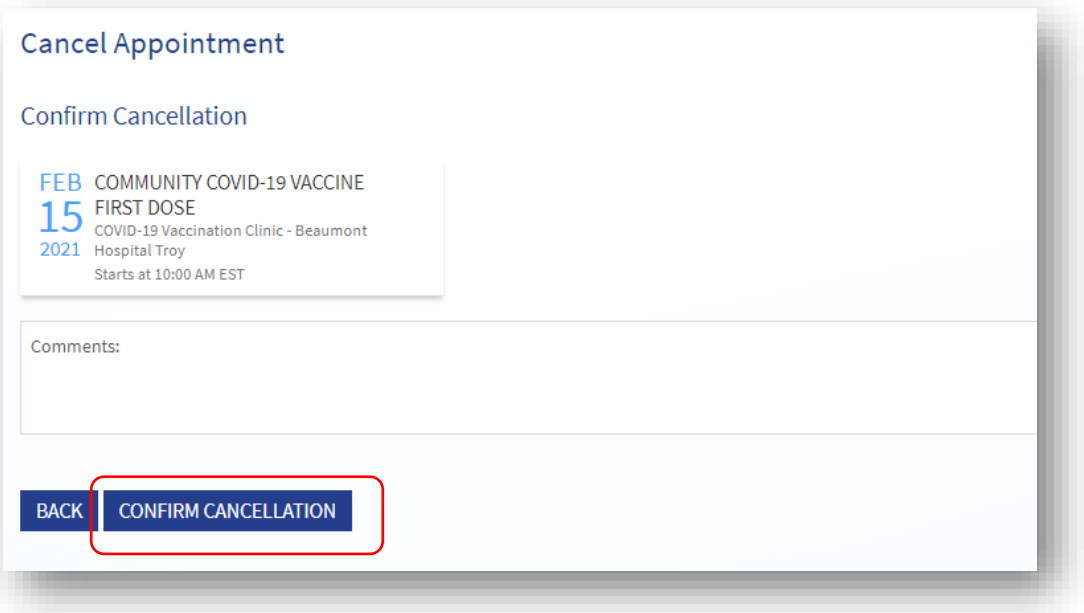
After choosing a new time, make sure to verify all information presented and then click **Schedule**



If you want to **cancel** your appointment, you may do so by navigating to the appointment in your Visits menu and clicking **Cancel appointment**

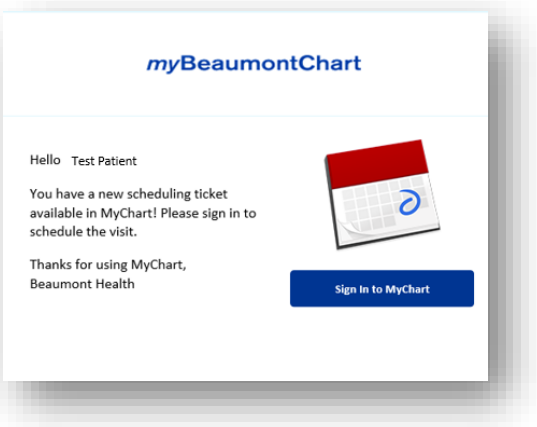


To complete the cancellation process, click **Confirm Cancellation**



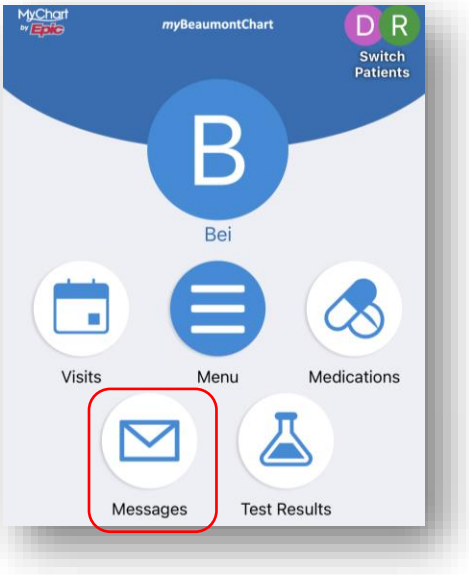
Scheduling your COVID-19 Vaccine (Mobile)

1. If you meet the state and federal criteria for vaccination and have been randomly selected, you'll receive an email invitation from Beaumont Health with the subject line **New Scheduling Ticket Available in myBeaumontChart**.

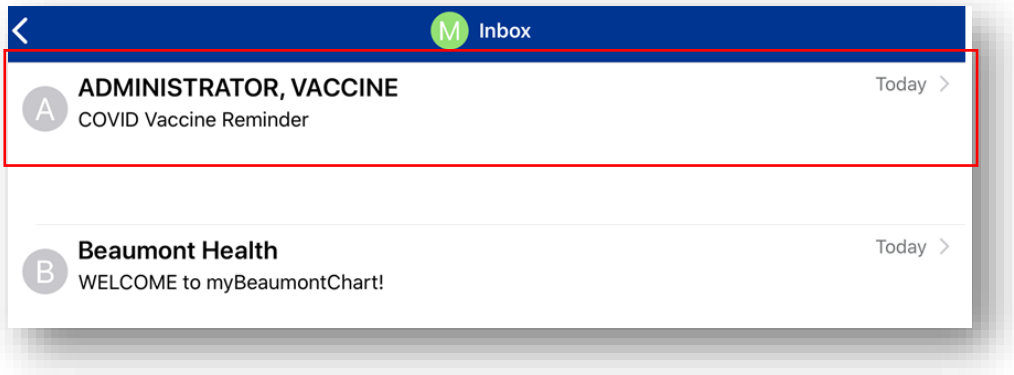


   You will also receive an email from Beaumont Health with the subject line **Please check your MyChart account**

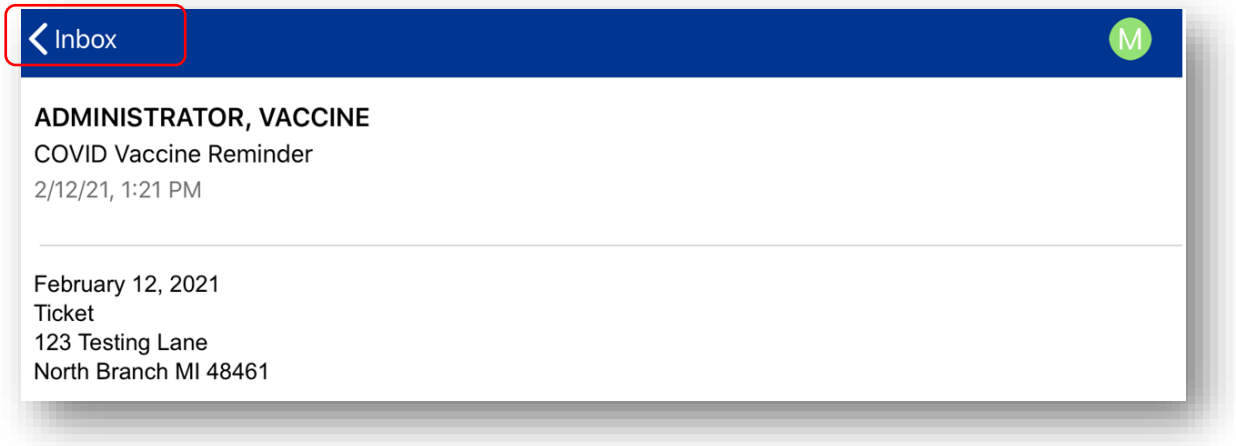
2. Sign in to the **MyChart app** on your phone or tablet
3. After you first log in, you'll see activity icons. Click on the **Messages** icon



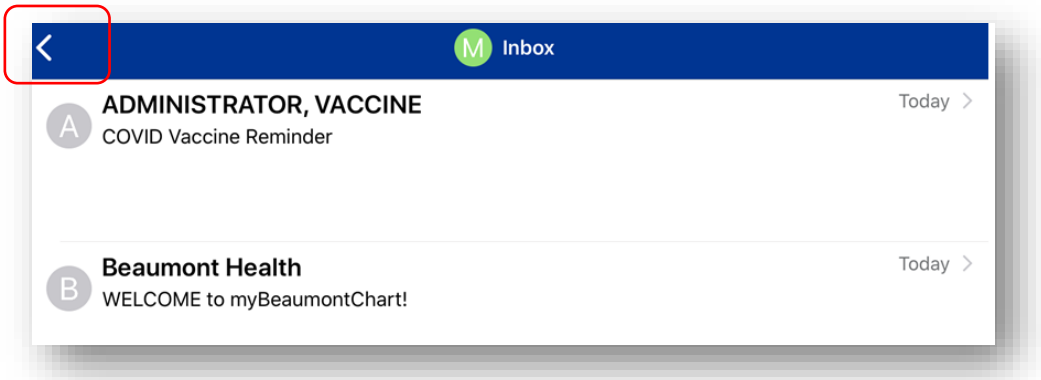
4. Tap on the message titled **COVID Vaccine Reminder** to open it.



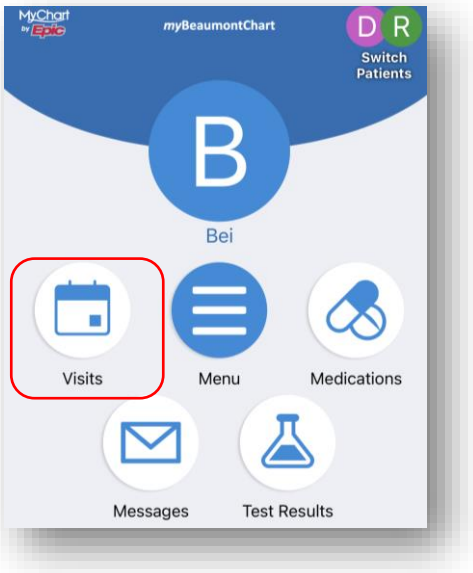
5. Once you are finished reading the message, tap < Inbox to go back



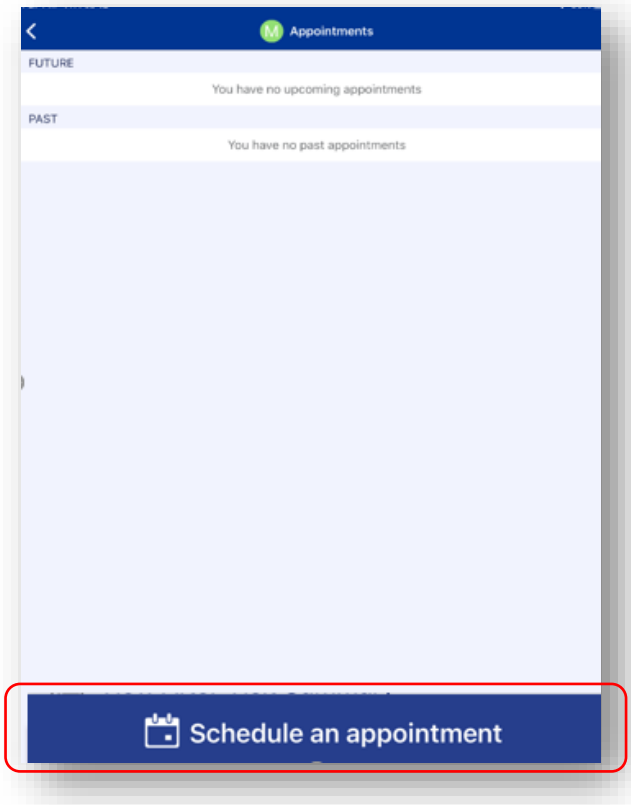
6. Tap < to go back to your home page



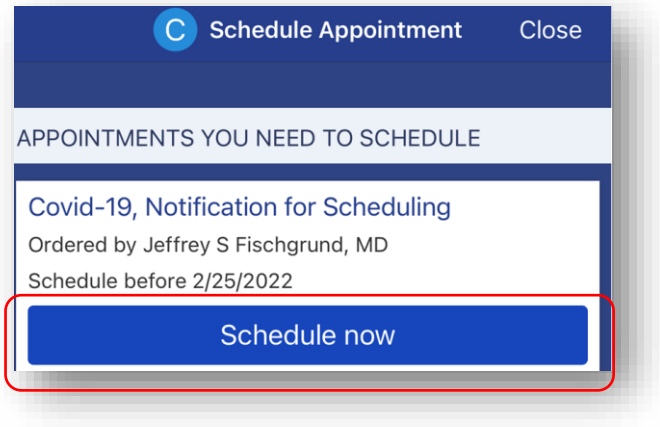
7. From the home page, tap on the **Visits** icon



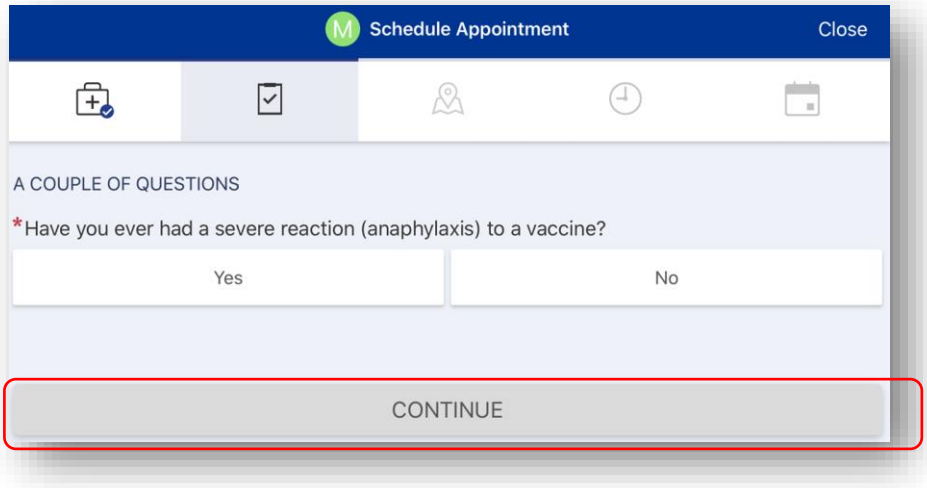
8. Tap **Schedule an appointment** (bottom of screen)



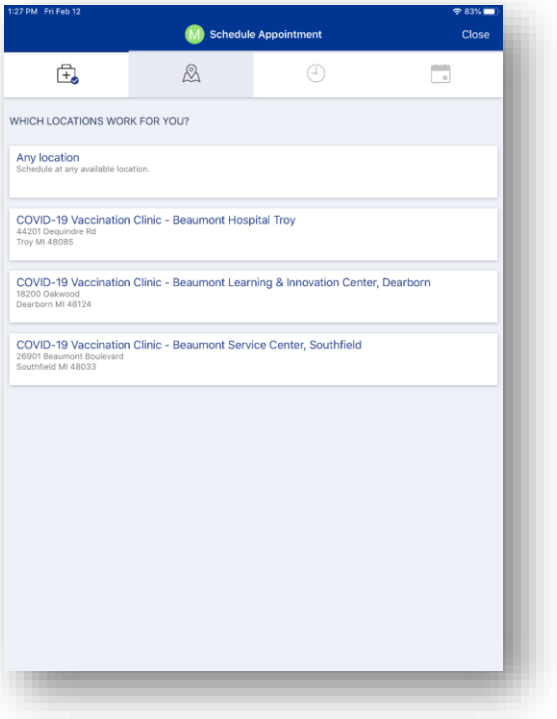
9. You'll see that you have a **Covid-19, Notification for Scheduling** appointment to schedule. Tap **Schedule Now**



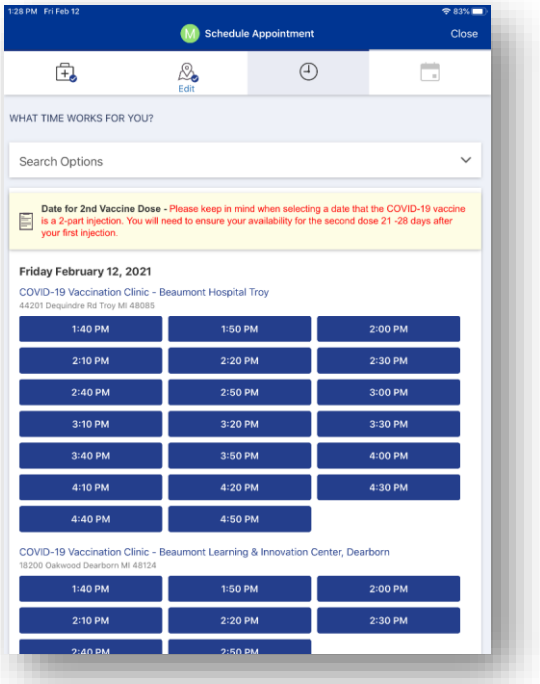
10. You will be prompted to answer a few questions. Tap **Continue** after answering each question



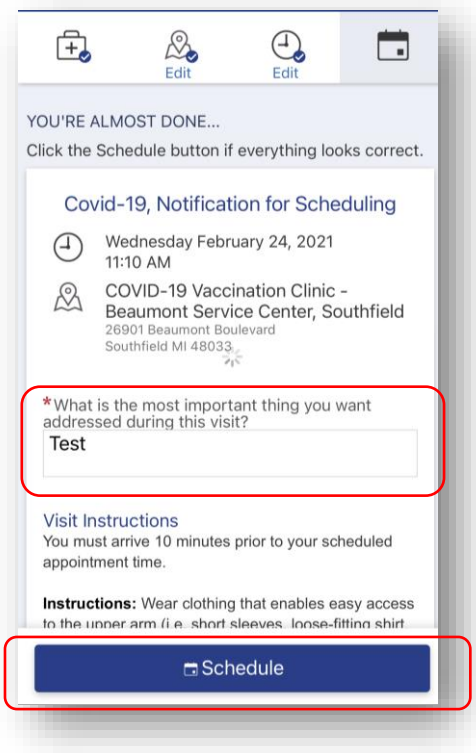
11. After answering questions, you'll be prompted to select a location. You can select one or multiple locations by tapping on them



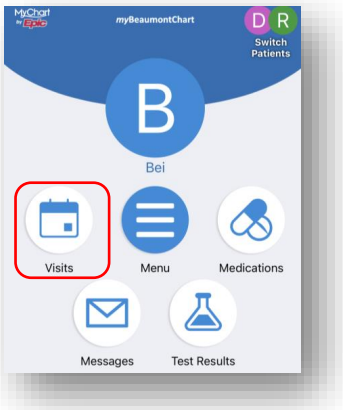
12. Tap on the time that works best for you

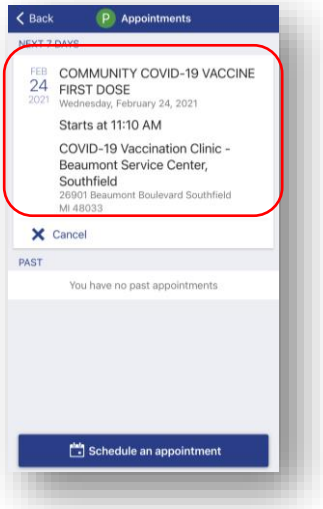


13. Verify everything looks correct on this screen. You'll see your chosen date/time/location on the left and full visit instructions. If everything looks good, fill in the prompt ***What is the most important thing you want addressed during this visit** and **tap Schedule**. Note: you may click Start Over, or go back a step, but you are not able to "hold" this date/time/location selection without clicking Schedule.



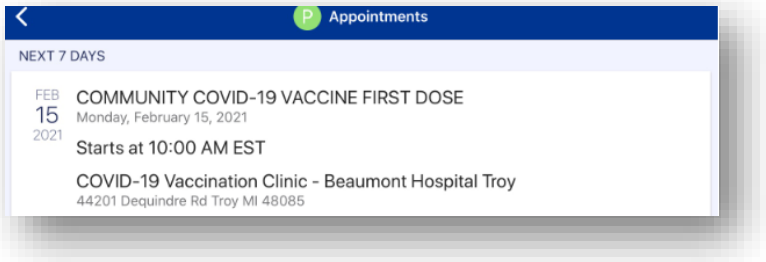
14. You'll receive an email confirmation once your appointment is scheduled. You'll also be able to see your visit information in the **Visits menu** within myBeaumontChart.



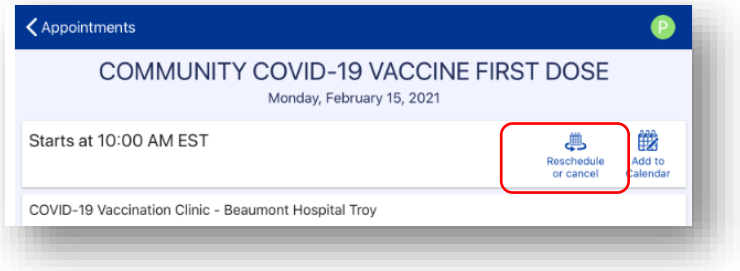


Rescheduling/Cancelling your COVID-19 Vaccine Appointment (Mobile)

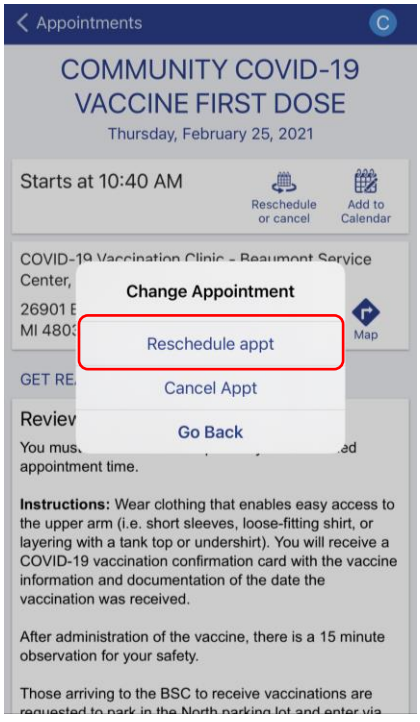
If you need to **reschedule your appointment**, you may do so by navigating to the appointment in your Visits menu and tapping on it



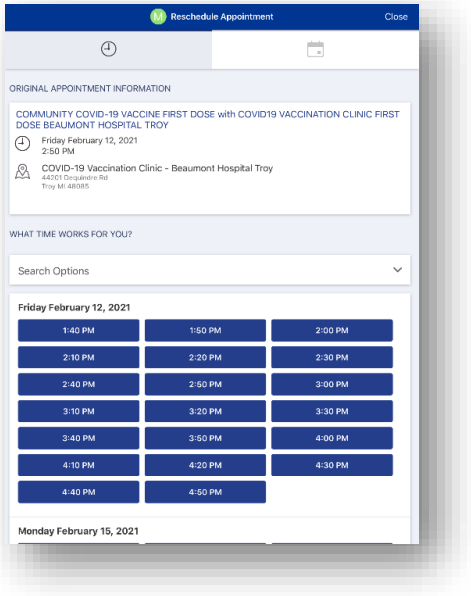
Then tap **Reschedule or cancel**



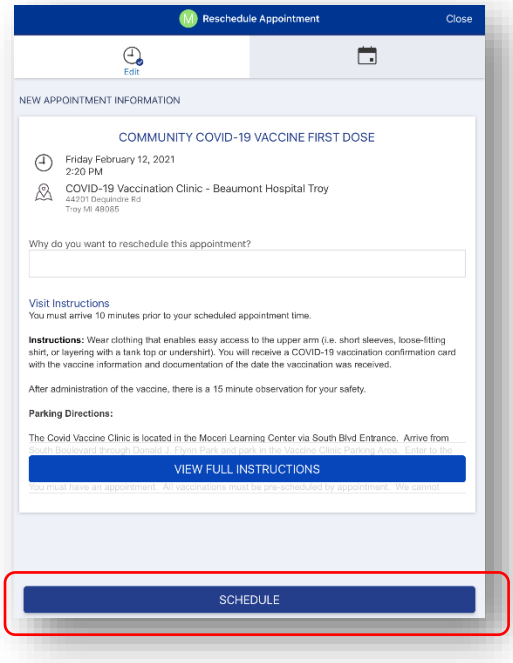
Tap **Reschedule appt**



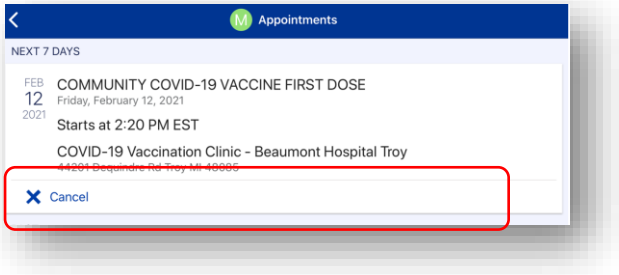
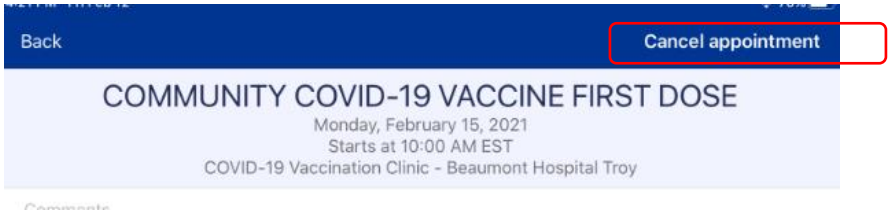
You will be prompted to choose a new date/time



After choosing a new time, make sure to verify all information presented and then tap **Schedule**



If you want to **cancel** your appointment, you may do so by navigating to the appointment in your Visits menu and tap **Cancel**



To complete the cancellation process, tap **Cancel appointment**