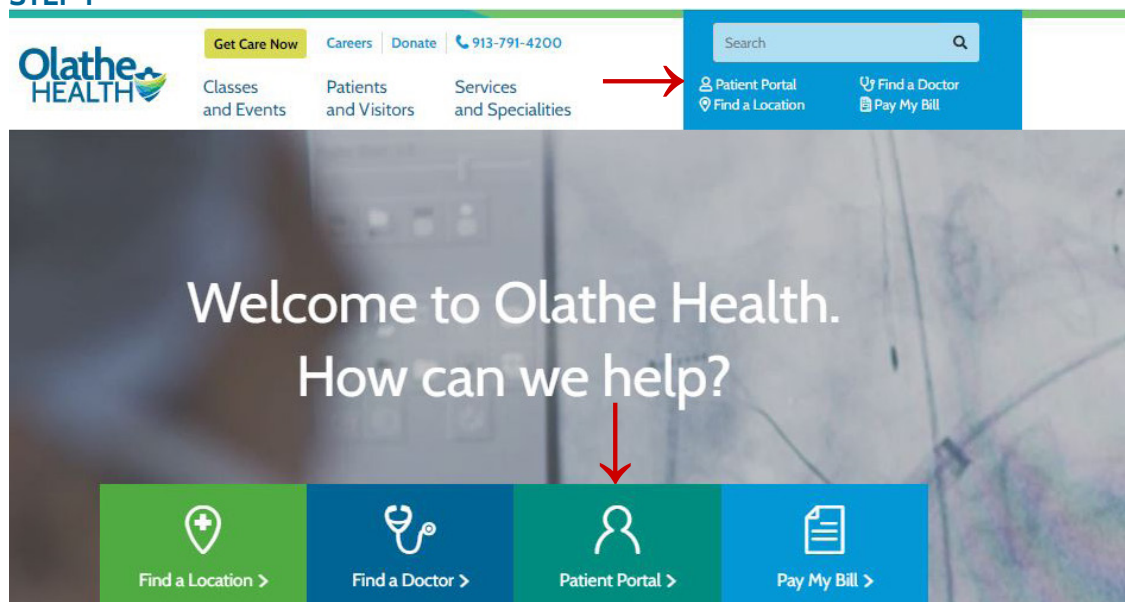# How to Schedule a COVID-19 Vaccine Appointment in Patient Portal from Your Computer

*When the COVID-19 vaccine is available, the best way to schedule an appointment is online using our Patient Portal. (If you are a current patient and do not have a portal account, contact your primary care clinic to get signed up.) When there are no vaccine appointments available, scheduling will be turned off temporarily in Patient Portal, and resumed when additional appointments become available. Please follow the steps below to schedule an appointment.*

## STEP 1



## STEP 2

Click on the green Patient Portal Login button.



## STEP 3

Enter your Patient Portal login information.
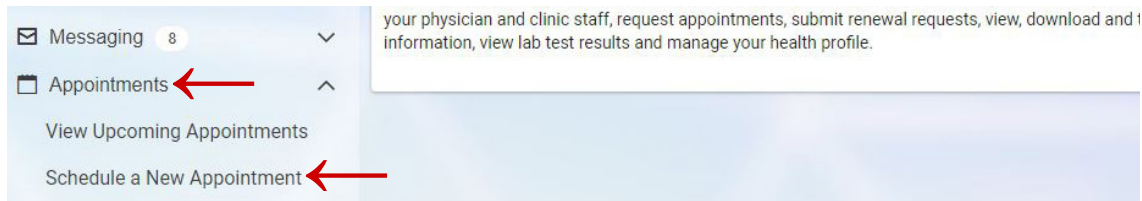
**Email address or username**

**Password**

🔒 Sign In     Forgot Password?

# *How to Schedule a COVID-19 Vaccine Appointment in Patient Portal (cont.)*

## STEP 4

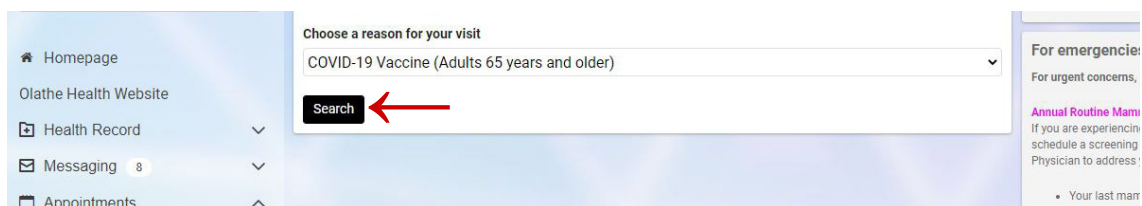Click on Appointments, then click on Schedule a New Appointment.

## STEP 5

Click on the drop-down for Choose a Reason for Your Visit. Select COVID-19 Vaccine (Adults 65 years and older).
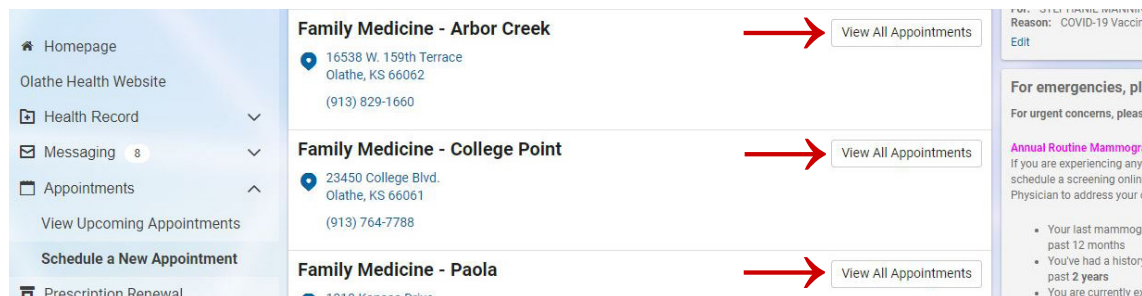
## STEP 6

Then, click Search.

## STEP 7

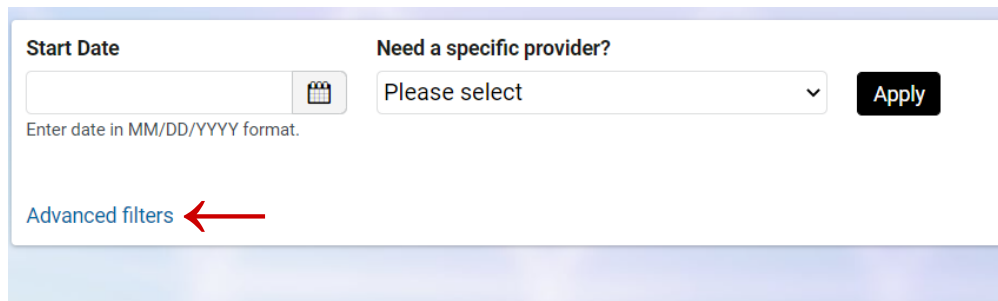Locations will display. Choose the location you want and click View All Appointments to schedule.

MORE >>>

## STEP 8 (OPTIONAL)

There are weekend appointments available. You will need to change your filters in order to see this option. To change your filters, first click Advanced Filters at the top.



Then, check the weekends you would like selected and click Apply.