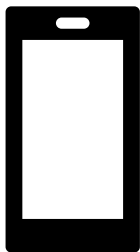


COVID-19 VACCINE APPOINTMENT SCHEDULING INSTRUCTIONS



WEB BROWSER INSTRUCTIONS: PAGE 3

If you are using your desktop or laptop computer to access the myBeaumontChart 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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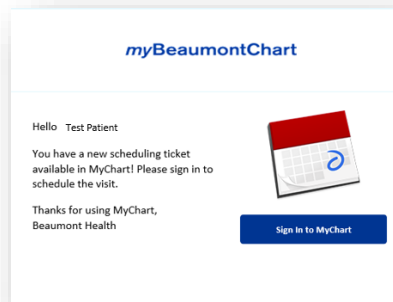
[Rescheduling/Cancelling your COVID-19 Vaccine \(Desktop\)](#).....9

[Scheduling your COVID-19 Vaccine \(Mobile\)](#).....12

[Rescheduling/Cancelling your COVID-19 Vaccine \(Mobile\)](#).....18

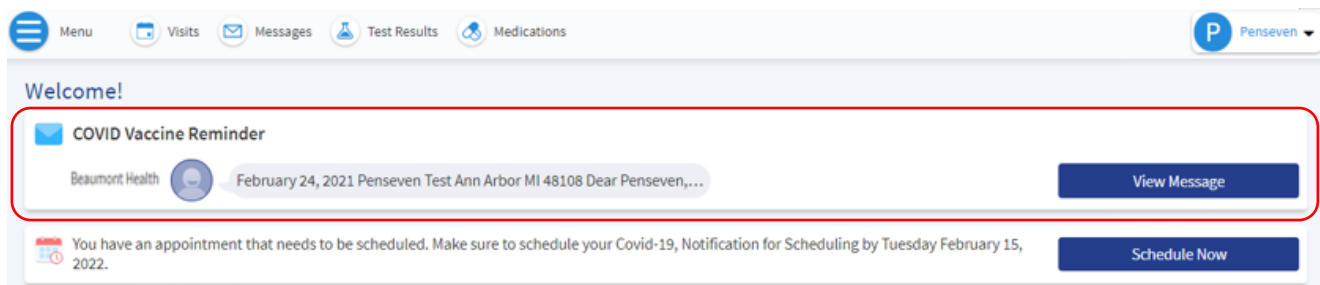
Scheduling your COVID-19 Vaccine (Desktop)

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**.

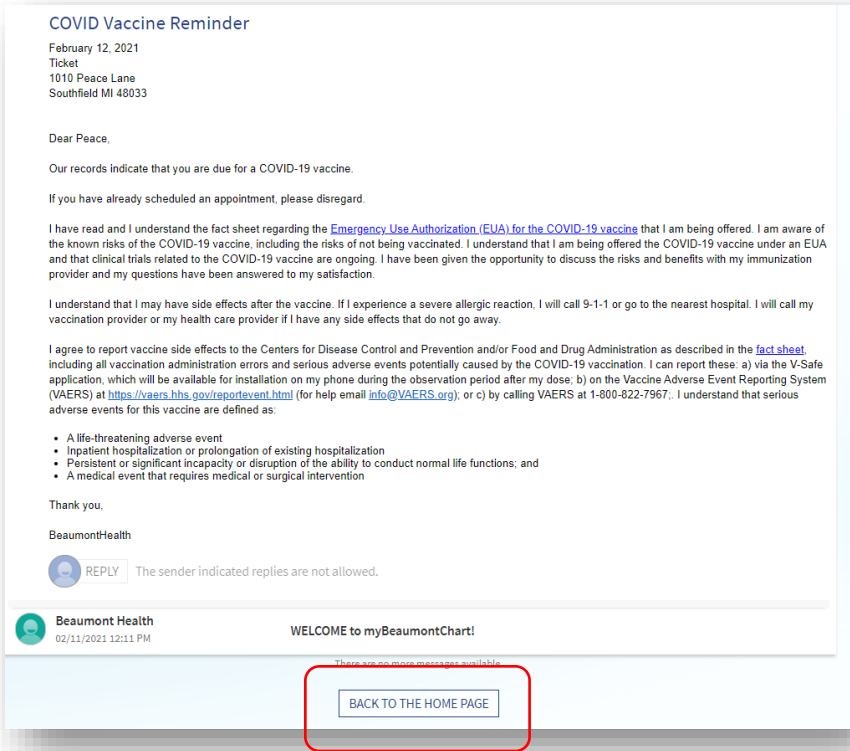


You will also receive an email from Beaumont Health with the subject line **Please check your MyChart account**

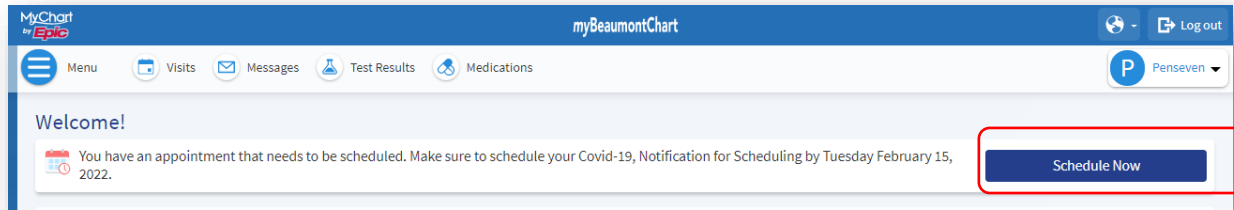
2. Sign in to your myBeaumontChart account at mybeaumontchart.com
3. In your homepage alerts, you will see that you have a **new message**. Click **View Message** to open it



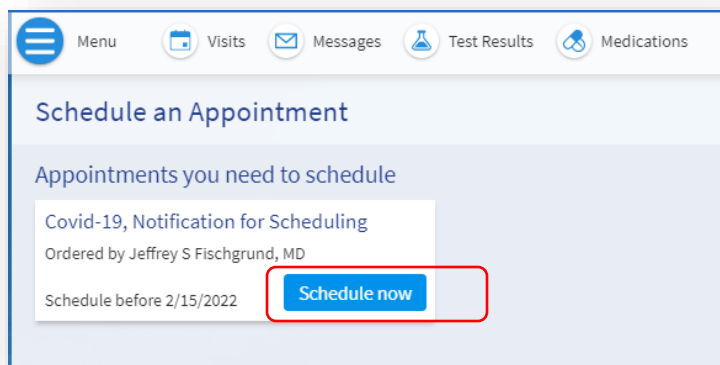
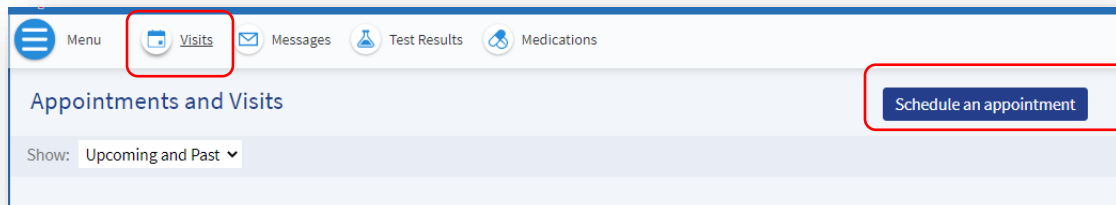
4. Once you are finished reading the message, click **Back to the Home Page**



- 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

The screenshot shows a web form titled "Schedule an Appointment". At the top, there are four tabs: "Reason for visit", "Questions", "Locations", and "Time". The "Reason for visit" tab is selected and shows "Covid-19, Notification for Scheduling". The "Questions" tab is also selected and highlighted in blue. Below the tabs, the text "A couple of questions" is followed by a question: "*Have you ever had a severe reaction (anaphylaxis) to a vaccine?". There are two radio button options, "Yes" and "No". At the bottom left, a "CONTINUE" button is highlighted with a red rectangle.

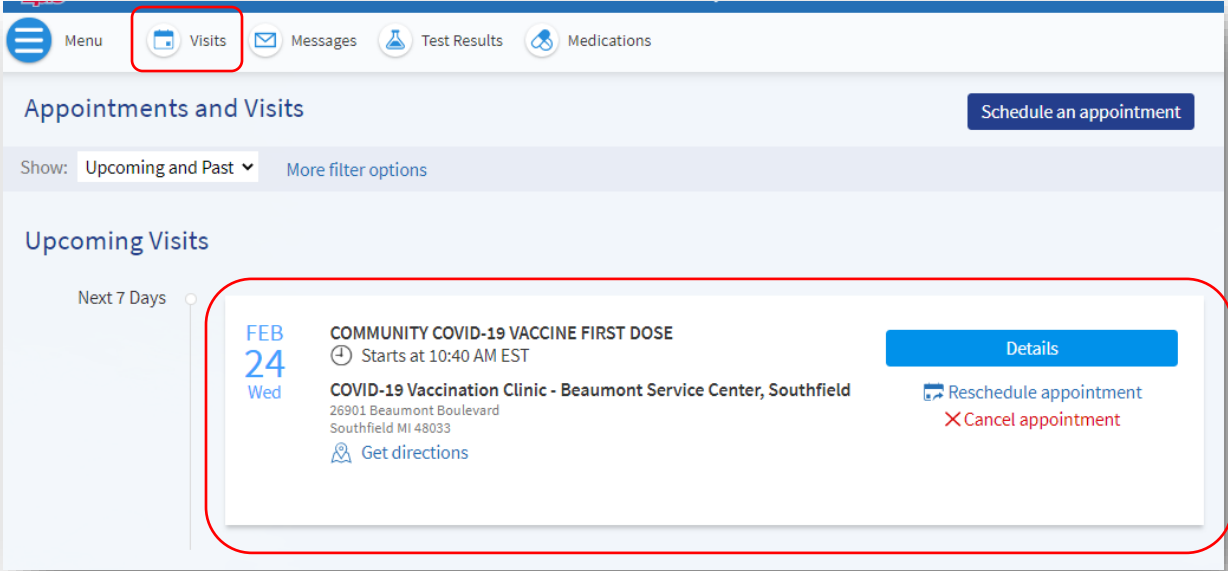
7. After answering questions, you'll be prompted to select a location. You can select one or multiple locations. When your location(s) is/are selected, click **Continue**.

The screenshot shows the "Schedule an Appointment" form at the "Locations" step. The "Reason for visit" tab is selected and shows "Covid-19, Notification for Scheduling". The "Locations" tab is selected and highlighted in blue. At the top right, there is a "START OVER" button. Below the tabs, the text "Which locations work for you?" is followed by four location options, each in a white box with a light blue border. The first option is "Any location" with the subtext "Schedule at any available location." The other three options are "COVID-19 Vaccination Clinic - Beaumont Hospital Troy", "COVID-19 Vaccination Clinic - Beaumont Learning & Innovation Center, Dearborn", and "COVID-19 Vaccination Clinic - Beaumont Service Center, Southfield".

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.

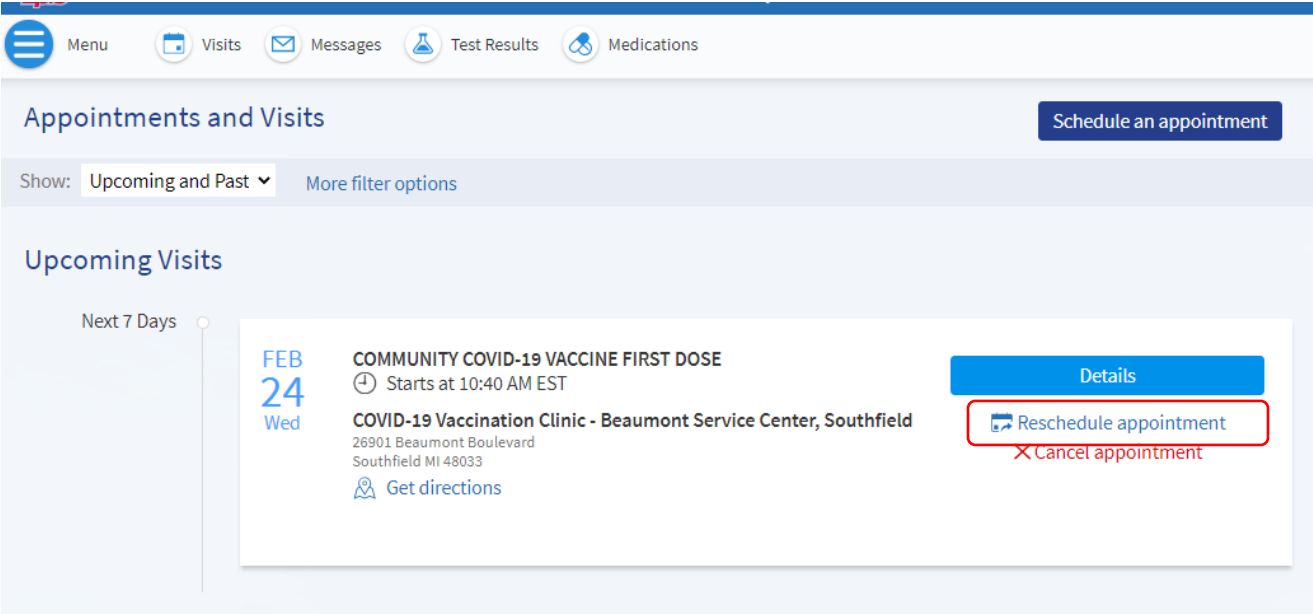
10. You'll receive an email confirmation once your appointment is scheduled. You'll also be able to see your visit information in the **Visits menu** within myBeaumontChart



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

Reschedule Appointment START OVER

Time Verify and schedule

Original appointment information

COMMUNITY COVID-19 VACCINE FIRST DOSE with COVID19 VACCINATION CLINIC FIRST DOSE BEAUMONT HOSPITAL TROY

Friday February 12, 2021 3:20 PM COVID-19 Vaccination Clinic - Beaumont Hospital Troy
44201 Dequindre Rd
Troy MI 48065

What time works for you?

Start search on 02/12/2021

Times: All available times, Filter times

Friday February 12, 2021

3:10 PM	3:20 PM	3:30 PM	3:40 PM	3:50 PM
4:00 PM	4:10 PM	4:20 PM	4:30 PM	4:40 PM
4:50 PM				

Monday February 15, 2021

8:00 AM	8:10 AM	8:20 AM	8:30 AM	8:40 AM
8:50 AM	9:00 AM	9:10 AM	9:20 AM	9:30 AM
9:40 AM	9:50 AM	10:00 AM	10:10 AM	10:20 AM
10:30 AM	10:40 AM	10:50 AM	11:00 AM	11:10 AM
11:20 AM	11:30 AM	11:40 AM	11:50 AM	12:00 PM

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

Reschedule Appointment START OVER

Time Edit Verify and schedule

Monday February 15, 2021 10:00 AM

New appointment information

COMMUNITY COVID-19 VACCINE FIRST DOSE

Monday February 15, 2021 10:00 AM COVID-19 Vaccination Clinic - Beaumont Hospital Troy
44201 Dequindre Rd
Troy MI 48065

Why do you want to reschedule this appointment?

Visit Instructions
You must arrive 10 minutes prior to your scheduled appointment time.

Instructions: Wear clothing that enables easy access to the upper arm (i.e. short sleeves, loose-fitting shirt, or layering with a tank top or undershirt). You will receive a COVID-19 vaccination confirmation card with the vaccine information and documentation of the date the vaccination was received.

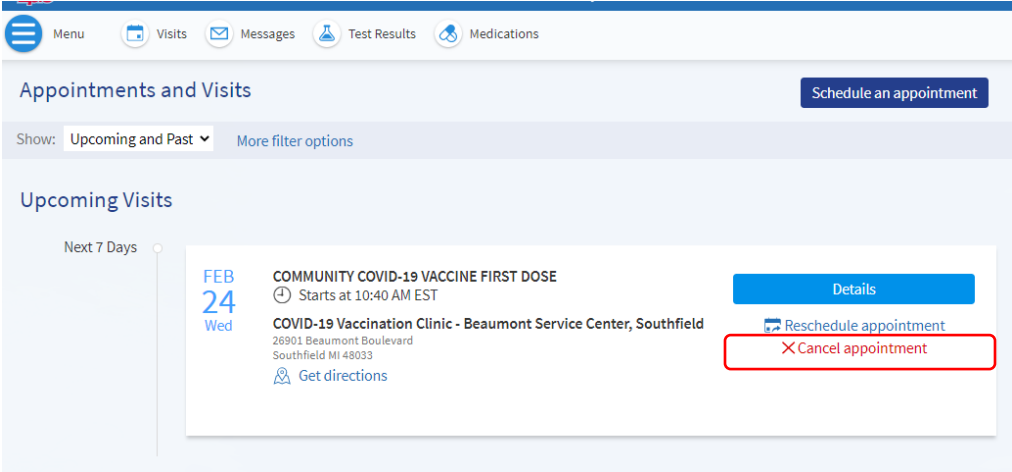
After administration of the vaccine, there is a 15 minute observation for your safety.

Parking Directions:
The Covid Vaccine Clinic is located in the Mocer Learning Center via South Blvd Entrance.

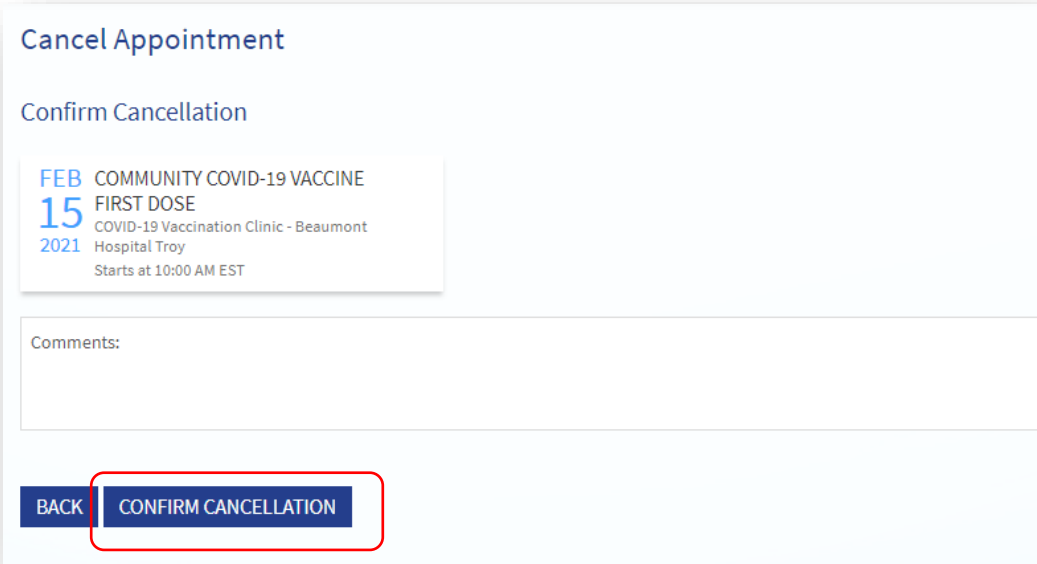
[VIEW FULL INSTRUCTIONS](#)

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**

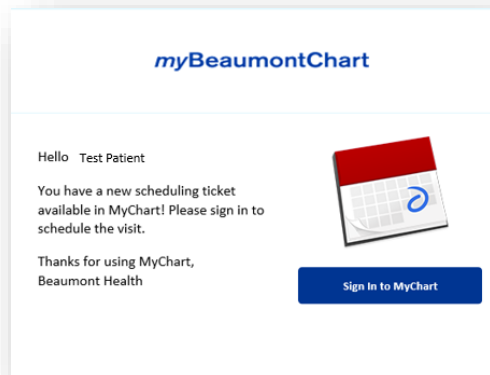


To complete the cancellation process, click **Confirm Cancellation**



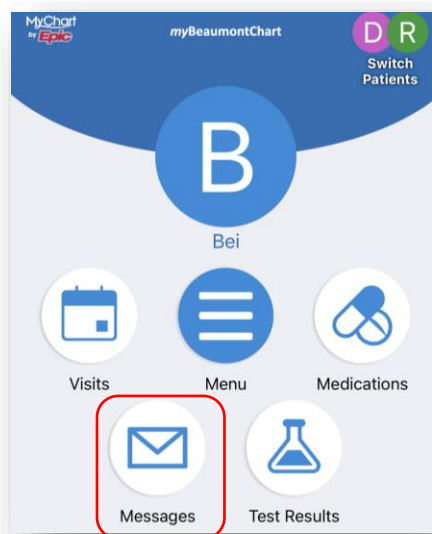
Scheduling your COVID-19 Vaccine (Mobile)

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**.

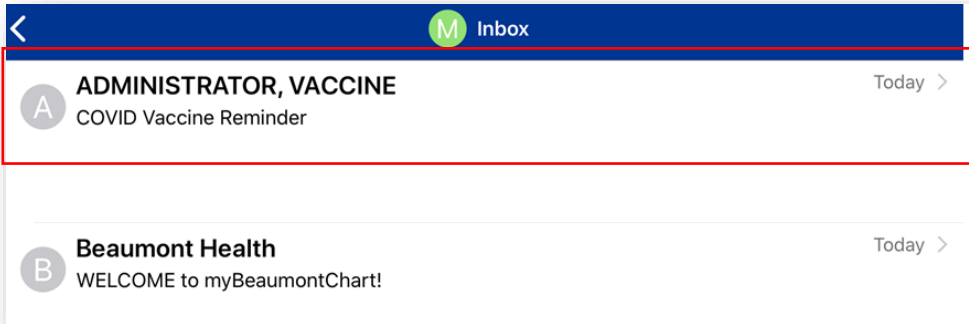


You will also receive an email from Beaumont Health with the subject line **Please check your MyChart account**

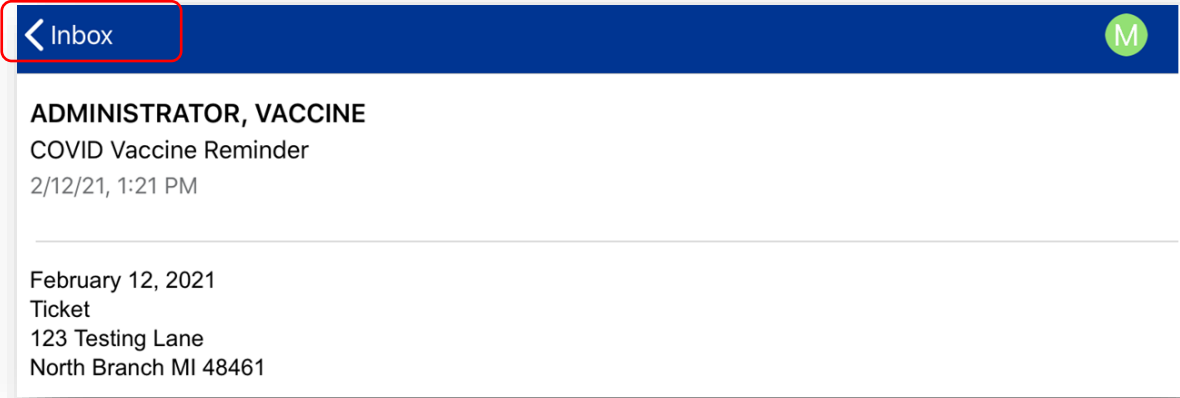
2. Sign in to the **MyChart app** on your phone or tablet
3. After you first log in, you'll see activity icons. Click on the **Messages** icon



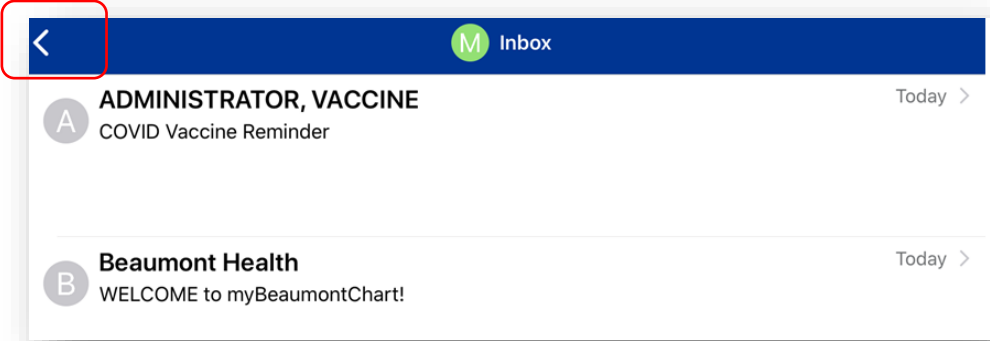
4. Tap on the message titled **COVID Vaccine Reminder** to open it.



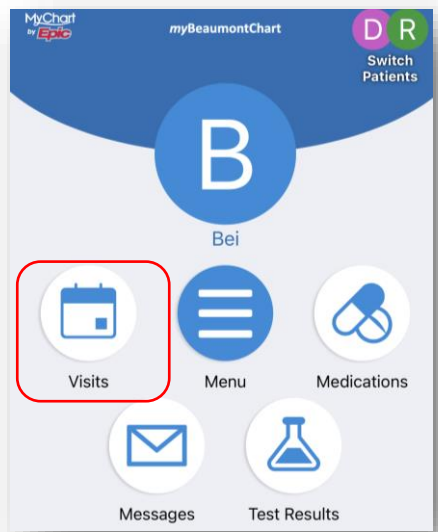
5. Once you are finished reading the message, tap < Inbox to go back



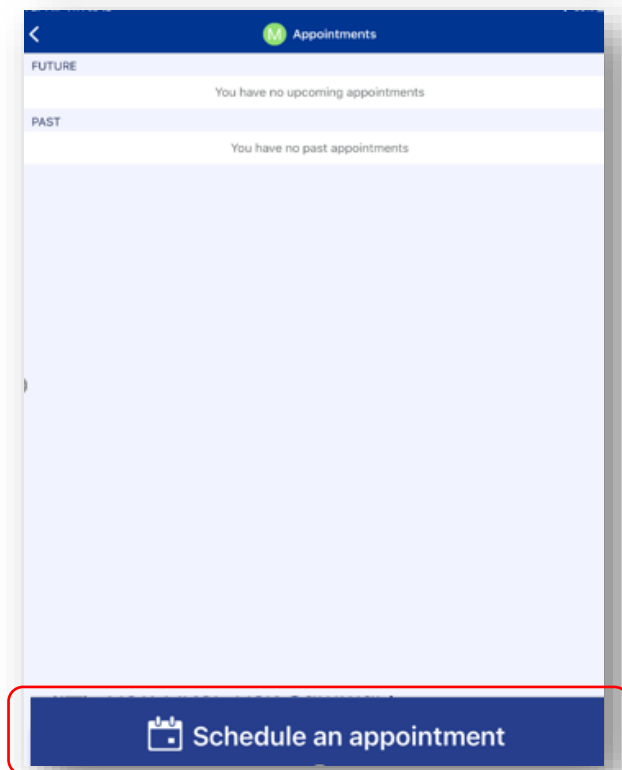
6. Tap < to go back to your home page



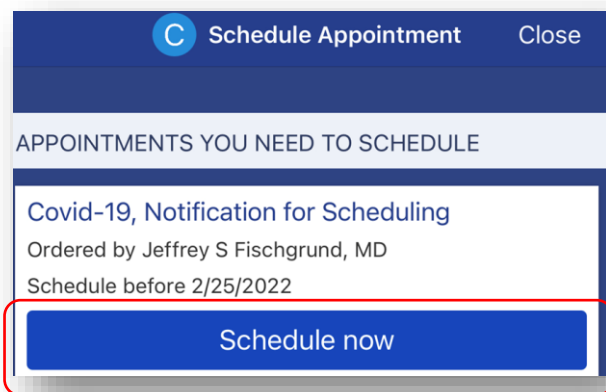
7. From the home page, tap on the **Visits** icon



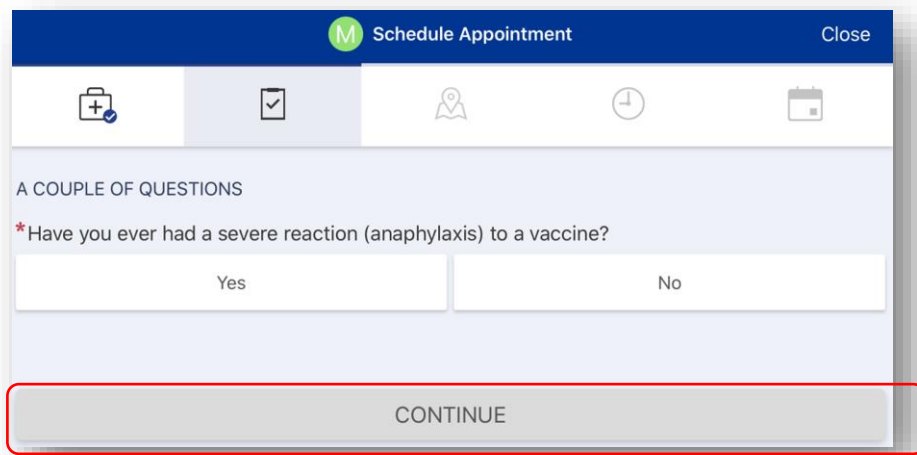
8. Tap **Schedule an appointment** (bottom of screen)



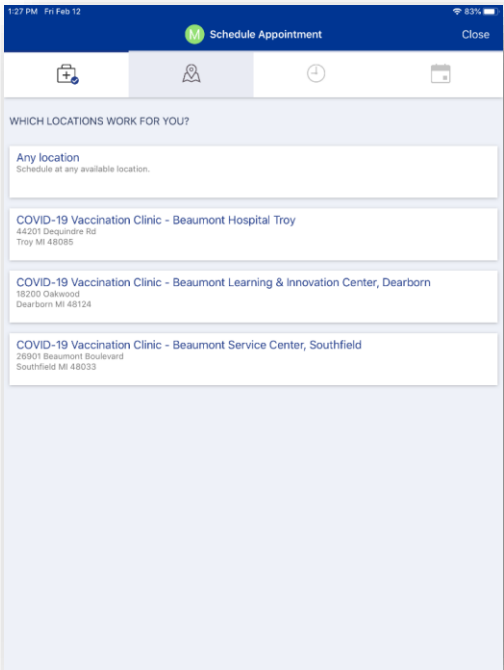
9. You'll see that you have a **Covid-19, Notification for Scheduling** appointment to schedule. Tap **Schedule Now**



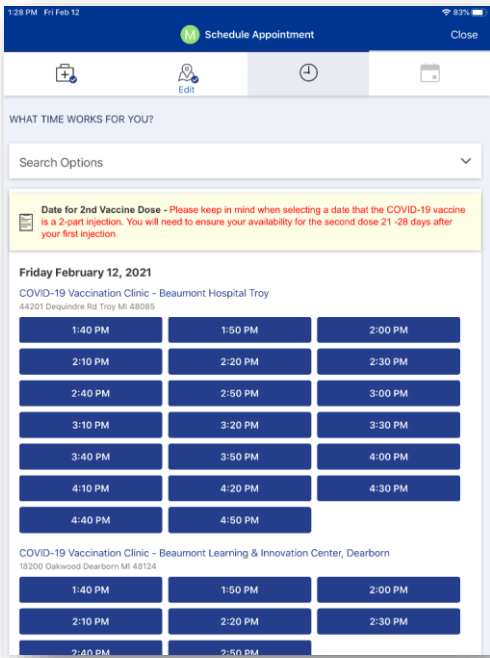
10. You will be prompted to answer a few questions. Tap **Continue** after answering each question



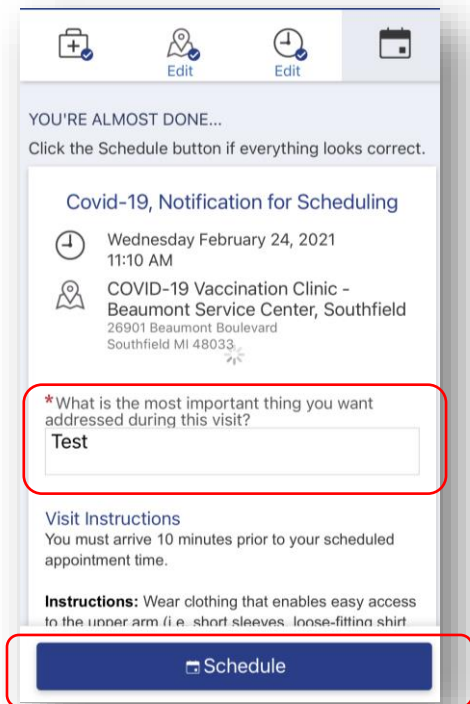
11. After answering questions, you'll be prompted to select a location. You can select one or multiple locations by tapping on them



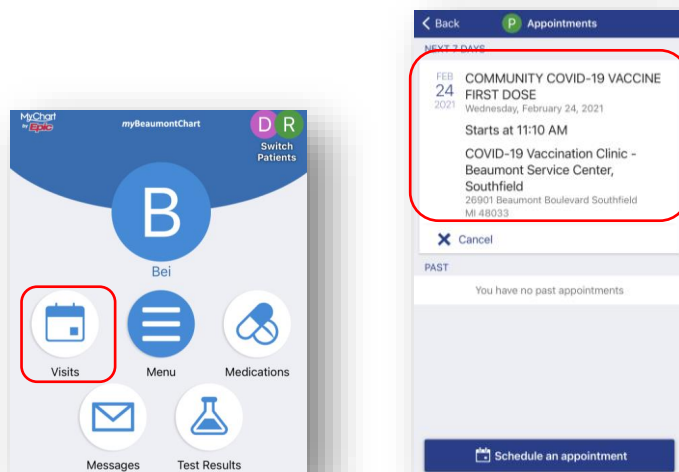
12. Tap on the time that works best for you



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.

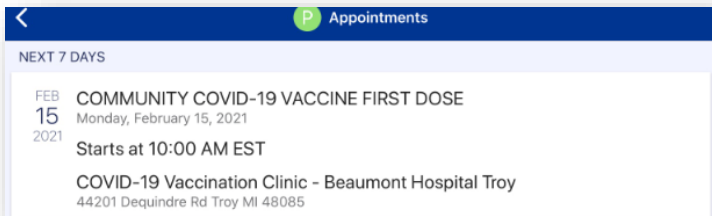


14. You'll receive an email confirmation once your appointment is scheduled. You'll also be able to see your visit information in the **Visits menu** within myBeaumontChart.

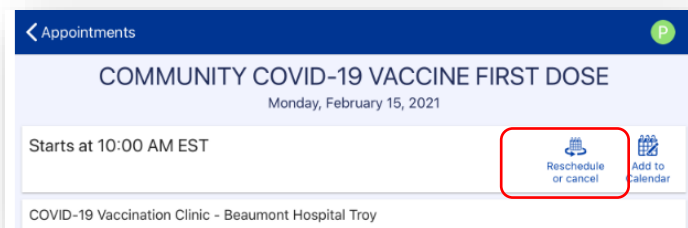


Rescheduling/Cancelling your COVID-19 Vaccine Appointment (Mobile)

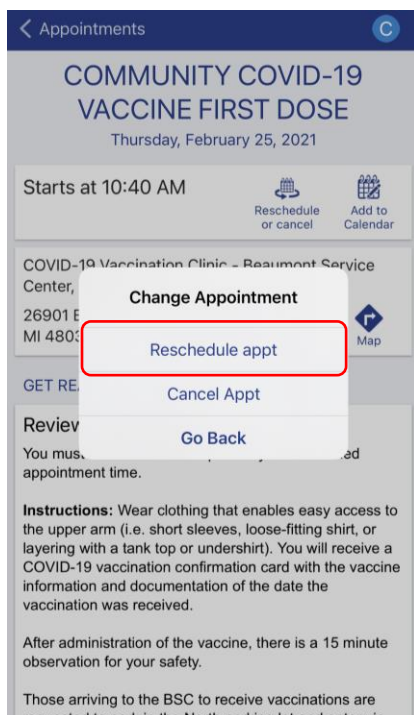
If you need to **reschedule your appointment**, you may do so by navigating to the appointment in your Visits menu and tapping on it



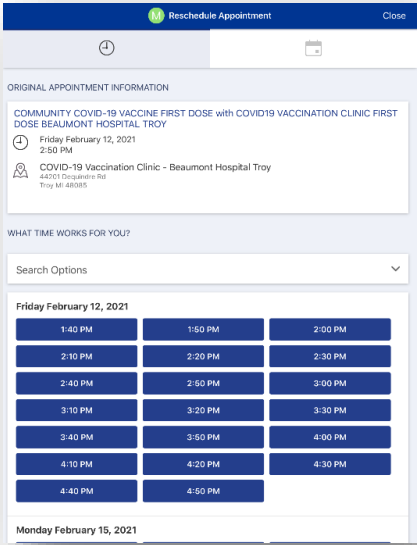
Then tap **Reschedule or cancel**



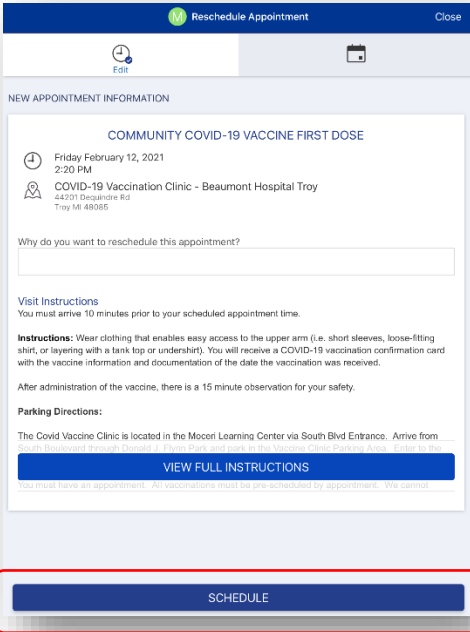
Tap **Reschedule appt**



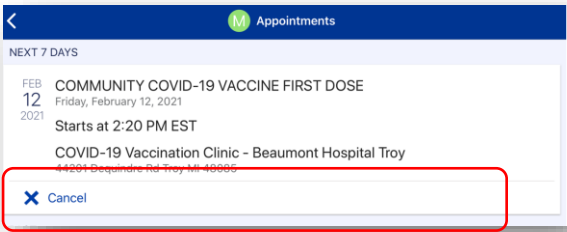
You will be prompted to choose a new date/time



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**

