COVID-19 Testing Scheduling

Objective

This guidance helps you schedule appointments for COVID-19 Testing via the University's scheduling application.

Contents

Additional Information

- **Web Browser**: Use the latest versions of the following web browsers: Chrome, Safari, Microsoft Edge, and Firefox. If you encounter difficulties, determine if your browser needs upgrading or use a different browser.

- **Testing Positive**: If you have had a positive COVID-19 test in the past 90 days, you are exempt from testing and should not schedule a screening test for 90 days. You will be notified when it is time to re-enroll. Continue to use PennOpen Pass every day in case new symptoms or exposures arise during this 90-day period.

- **Vaccinated Individuals**: You are required to continue screening testing if you have been vaccinated against COVID-19 and meet the testing criteria.

- **Plan Ahead:** Appointments must be scheduled and/or modified no later than 24 hours prior to the testing time.

- **Consent to Access Scheduling App.** Participants must see the consent page and click on "I Agree" each time they access the app.

Before Getting a Screening Test

- Refrain from eating, drinking, tooth brushing, mouth washing, gum chewing, vaping, and tobacco use for at least 30 minutes before submitting your saliva sample at the test location to ensure your sample is not contaminated.

- Plan to be "hands-free" during the testing process. All coffee, water bottles, etc. must be discarded or put away prior to testing. Storage of personal possessions will not be available. At testing sites, enter through one location and exit at another location.

- Bring your current PennCard.

- Complete your daily symptom check on PennOpen Pass before leaving your residence. Only leave if you have a Green Pass. Show your Green Pass at the testing site.

- While lining up outside the testing location, wear a face covering and practice physical distancing.

Access

- **Login** to https://covidscheduling.upenn.edu/ to access the COVID Testing scheduler via a device of your choice (e.g., desktop, laptop, iPad, smartphone).

- **Save the URL** as a bookmark or shortcut for quick access.

- Sign in using your **PennKey** credentials.

- Review/Accept the Consent to Testing.

- Select Participant button.

Technical Help? Contact your school or center **IT support team.**
COVID Resource Call Center: (215) 573-7096 or **covidresource@upenn.edu.**

Schedule Appointments

1. Click the **Schedule COVID Test Quicklink** or click Appointment and click the Request New Appointment button.

2. Click button under **Type**, select COVID Saliva Test and Click **Done**.

3. Use the filters to **search for available appointments** based on date range, time range, location, collection stations, or days of the week.

4. Click the **Refine Results** button at the bottom.

5. A list of available 15 min appointments will be displayed (on the right if viewed on a laptop or desktop; in line, if viewed on a smartphone). Tip: If the results list is too large, consider revising the filter criteria to narrow the search.

6. **Select** the link for the desired appointment.

7. Review the appointment details on the **Confirmation page**. If you wish to modify the appointment, click the Cancel button.

8. Input any comments in the Additional Notes field (optional).

9. Click **Submit Request** button and you will see your appointment displayed under the Approved Appointments section to the right.

Notifications/Reminders: You will receive a confirmation and a reminder email with pre-testing instructions for your upcoming appointment.

Add Appointment to Calendar (optional)

1. Under Approved Appointments, Click the **3 dots icon** to the right of your appointment details.

2. Click "**Add to calendar.**"

3. Follow your browser's options for **opening and saving the appointment** to Outlook (default) or another calendar application.

Reschedule an Appointment

1. Appointments must be scheduled and/or modified no later than 24 hours prior to the testing time.

2. Under Approved Appointments, Click the **3 dots icon** to the right of your appointment details.

3. Click "**Reschedule.**"

4. Use the filters to search and select a new appointment.

5. **Confirm your new appointment** and select the **Submit Request** button.

6. Your new appointment will **automatically cancel** your **previous appointment**. *Remember to manually cancel your old appointment if you added it to Outlook via the add to calendar option.*

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Cancel an Appointment

1. Appointments must be scheduled and/or modified no later than 24 hours prior to the testing time.

2. Under Approved Appointments, Click the **3 dots icon** to the right of your appointment details.

3. Click "**Cancel.**"

4. You will be prompted to **confirm** that you wish to delete the appointment. Click "OK" to confirm the **cancellation**.

5. The **previous appointment will now be removed** from the Approved Appointments section. *Remember to manually cancel your old appointment if you added it to Outlook via the add to calendar option.*

Keep in Mind: *If you are not able to keep your appointment, please cancel it as soon as you know (at least 24 hours in advance) as a courtesy to others who may need the time slot.*

Reschedule your appointment to make sure you are keeping up with your required schedule.

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