Objective
This guidance helps eligible Penn community members schedule appointments for COVID-19 Testing or Vaccination via the University’s scheduling application.

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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.

• Fully Vaccinated Individuals: Enter your COVID-19 vaccine record in the appropriate system of record, Student Health Service or Workday@Penn. This will exempt you from participating in Penn Cares screening testing as of July 1, 2021.

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

• Consent to Access Scheduling App. You must see the consent page and click on “I Agree” each time you access the app.

• Compliance with testing requirements is automated through PennOpen Pass. For more information on compliance, visit the student or faculty/staff/postdoc compliance web pages.

Access
- Login to https://covidscheduling.upenn.edu/ to access the COVID scheduler via a device of your choice (e.g., desktop, laptop, iPad, smartphone).
- Sign in using your PennKey credentials.
- Select “Schedule test or vaccination”.
- Select either “Schedule test” or “Select vaccination”.
- Review/Accept the Consent.
- Select Participant button.

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

- Bring your current PennCard. If you do not have your PennCard, bring a Photo ID and your Penn ID #, if known.

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

- While lining up at the clinic, wear a face covering and practice physical distancing.

- Per CDC, routine administration of pain or fever-reducing medications (e.g., acetaminophen, non-steroidal anti-inflammatory drugs) for the purpose of preventing post-vaccination symptoms is not currently recommended, because information on the impact of such use on COVID-19 vaccine-induced antibody responses is not yet available.

**IMPORTANT NOTE:** When you schedule your Dose-1-vaccination appointment, please keep in mind you must also receive your Dose-2-vaccination at Penn’s Vaccine Clinic. Guidance as to when to schedule the Dose-2-vaccination will be provided onsite at the clinic when you receive your first dose.

**Schedule Vaccination Appointment**

1. **Do not schedule** a first dose vaccination appointment if you cannot return to the same location for your second dose.

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

3. Click button under **Type**, select COVID APPOINTMENT and **Click Done**.

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

5. To select a date range, click **Select** and only choose the beginning and end dates from the calendar pop-up.

   **FOR VACCINE APPOINTMENTS, SELECT ‘VACCINE CLINIC’ IN THE LOCATION DROP-DOWN BOX.**

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

7. A list of available 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.

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

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

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

11. 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 instructions for your upcoming appointment.
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.

Schedule Screening Test Appointments

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

2. Click button under Type, select COVID APPOINTMENT 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 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 (For Testing or Dose-1-Vaccination Only)**

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.*

• Please make every effort to attend your scheduled Dose-2-vaccination appointment. It may not be modified via the scheduling app. Please contact the COVID Resource Call Center.

**Cancel an Appointment (Dose-2 appointments must not be canceled)**

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.