COVID-19 Scheduling

Objective
This guidance helps eligible Penn community members schedule appointments for COVID-19 Testing 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.
- **Plan**: 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.
- **PennOpen Pass**: As of August 8, 2022, PennOpen Pass is discontinued by the University and is no longer required to access campus buildings.

- **Testing**: As of August 8, 2022, screening testing is not required. On-campus COVID-19 testing is available for those who are symptomatic, have been exposed to the virus, or for any reason. An observed, self-administered, nasal swab specimen undergoes a molecular PCR test.
- **Test Results**: Test results are available within 24 hours online on the COVID Results log-in page.
- **Vaccination policy**: The University community must follow University COVID-19 vaccination policy. Students must enter their vaccine records in the Wellness Portal. Faculty, postdocs, staff and other required groups must enter their record in Workday.

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.”
- 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.
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Before Getting a Test

- Bring your current PennCard.
- Masks are required in health care spaces.

Schedule 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

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.

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