How to register and schedule for COVID-19 vaccination appointments at The University of Texas at Austin

IMPORTANT NOTE: For the best user experience, we recommend you use the full website version of the patient portal on a desktop or laptop computer. If you are using a mobile device, these instructions will show you how to switch to the full website version of the patient portal on your mobile browser.

STEP 1:

Once approved for a vaccine appointment, you will receive an email with the subject line “Austin COVID Vaccine Clinic” (email address: noreply@patient-message.com) with a link to register yourself for the Austin COVID Vaccine Clinic portal where you will self-schedule your appointment day and time. We encourage you to check your “spam” or “junk” folder regularly as the Austin COVID Vaccine Clinic may not be recognized by your email domain.

When you open your email, click on “Create My Account” to open the Austin COVID Vaccine Clinic portal in your web browser.

Click on “Create My Account.”
STEP 2:

After clicking “Create My Account,” you will be taken to the Austin COVID Vaccine Clinic portal in your web browser and asked to enter a new password (your information has been automatically filled in based on your request form). Enter your desired password and click “save and continue.”

You will be prompted to complete a security check. We recommend using the “text me” method if you have your mobile phone nearby. Follow security prompts until this process has been completed. Once admitted into the portal, scroll down and click “I accept the Terms and Conditions” and then click “Continue.”

If you have previously completed this process, simply use your created password and email address to log in.

You will receive a verification code via text. Enter that code here and click “Verify.” Then, click “continue on the next page.”
STEP 3:

If you are using a mobile device, please follow this step to ensure you are viewing the full website version of the portal. If you are using a desktop or laptop, continue to step 4 on the next page.

For mobile users, scroll down to the bottom of the page and click on the link labeled “Full Site.”
STEP 4:
Once you have accessed your profile on the Austin COVID Vaccine Clinic portal, click on “Schedule Now” under the appointments section.

STEP 5:
Under the “I’d like to schedule a new appointment” section, click the arrow to open the dropdown menu and select “COVID-19 Vaccine.”
STEP 6:
Once you have “COVID-19 Vaccine” selected in the dropdown menu, click on “Find Appointments.”

STEP 7:
On the scheduling screen you will be presented with the option to choose the date and time of your appointment. First, select an available date you wish to schedule your appointment using the calendar (available dates are marked in green circles; your selected date is marked by a blue circle). Then, click on the time you wish to schedule your appointment.
STEP 8:

After you select a date and time for your appointment, you will be taken to a confirmation screen. **Make sure the information is correct. Then click on the “Schedule Now” button.** The notes field can be left blank.

**Important:** Once you leave this page, you will not be able to change your appointment date or time. If you need to change the date and time you selected, click on the “Back” button and repeat step 7.

Click on “Schedule Now.”
STEP 9:

Your appointment has now been scheduled. You will be taken to a confirmation page that includes the information for your appointment. You can save and print a copy of your confirmation page by clicking “Print” at the bottom of the page. You will also receive a confirmation email from “surveyadmin@clientsurvey.com” with further instructions regarding the day of your appointment, such as the appointment location and access to nearby, free parking.

If you need assistance or have any questions, call 1-833-UT-CARES (1-833-882-2737) or email vaccine-clinicsupport@austin.utexas.edu

Thank you! Your appointment has been scheduled. We have sent an email confirmation.

Appointment Information

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Location</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19 Vaccine Provider 10 - Initial</td>
<td>Austin COVID Clinic</td>
<td>Thursday, March 11, 2021 at 9:10 AM</td>
</tr>
</tbody>
</table>

Patient Instructions

Please check into your upcoming appointment online. New patients will need to complete necessary paperwork. Please be ready 30 minutes prior to your appointment. All patients should have available insurance information, photo ID, method of payment for co-insurance or co-payments, and all medications you are currently taking.

Directions to Our Office

Austin COVID Clinic
2101 Speedway St
AUSTIN, TX 78712-1403

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