myLoyola COVID-19 Vaccine Self-Scheduling Guide

To schedule a COVID-19 Vaccine, follow these simple steps.

Schedule an Appointment

1. Sign into myLoyola
2. Click the Your Menu Icon
3. Under Find Care, select Schedule an Appointment
4. Locate the Tell us why you're coming in section and click the COVID Vaccine box:

- **Yearly Preventive Visit / Physical**
  Includes yearly visits and pre-operative exams

- **Follow Up / Sick Visit**
  Includes follow up visits and sick visits

- **Video Visit**
  Schedule an appointment through video chat

- **Post Op Visit**
  Schedule a follow up visit after your surgery or operation

- **Flu Shot**
  Schedule a flu shot

- **COVID Vaccine**
  Schedule an appointment for the 1st dose of the COVID vaccine **This is not for scheduling 2nd dose of COVID vaccine**

5. Under the What kind of appointment are you scheduling? section, click the COVID Vaccine box:
6. Follow the prompts to answer the questions as presented under the A couple of questions section.

   A couple of questions
   * Are you a healthcare worker?
     Yes  No

   Continue

7. If you are a member of the current qualifying phase for COVID-19 Vaccine eligibility, you will be advanced to the Schedule an Appointment Screen.
   a. If you are not yet eligible for the vaccine, you will not be permitted to advance to schedule and you will be invited to check back at a later date.

8. Select a location and click Continue:

   Schedule an Appointment

   Which locations work for you?

   Any location
   Schedule at any available location.

   Burr Ridge

   COVID Vaccination clinic at Gottlieb Memorial Hospital
   555 W North Ave
   MELROSE PARK IL 60160

   Continue

9. Select Any Provider and click Continue:

   Schedule an Appointment

   Who do you want to see?

   Any provider
   Schedule with any available provider.

   BURR COVID VACCINE NURSE

   GMH COVID VACCINE NURSE

   Continue
10. Select the date and time which works best for you:

![Schedule an Appointment]

11. Enter the reason for your visit as **COVID Vaccine** and click **Schedule** at the bottom of the screen.
12. Be certain to read all instructions about the verification of eligibility follow them carefully.
13. Please do not arrive more than 10 minutes early for your appointment
14. Please complete eCheck-in to save time in the clinic on the day of your appointment.

No appointment times are available:
If you have completed all of the steps above, and there are no appointments available the message below will appear:

15. If you see the message above, please check back daily.