

## Monongalia County COVID-19 Community Vaccine Clinics

To be eligible to receive the COVID-19 vaccine at this time, you must be age 12 years or older

You'll need your date of birth and Social Security number when scheduling your appointment.

---

To schedule an appointment for a vaccine, visit [COVID-19 Vaccine](#) and click the **Schedule your appointment now** button.



You will then need to answer several questions that will help determine your eligibility to receive the COVID-19 vaccine.

1. Have you already received your first dose of the COVID-19 vaccine?

- a. If you **received** your first COVID-19 vaccine dose, **select Yes.**
- b. If you have **not received** a COVID-19 vaccine, **select No.**

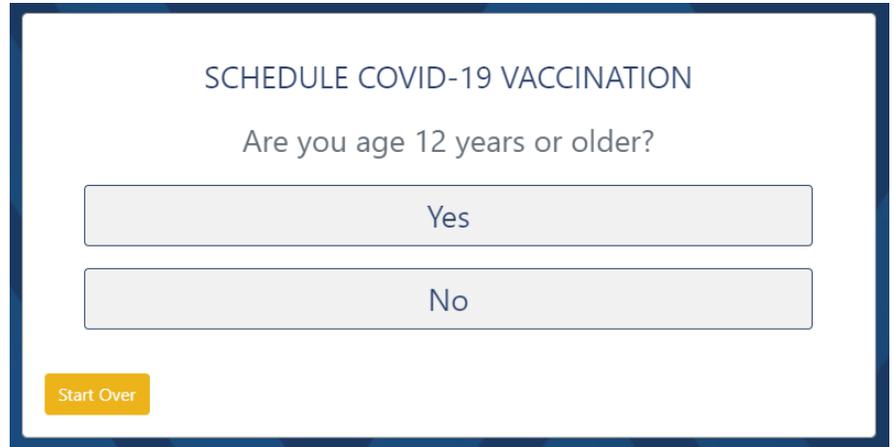
A screenshot of a web form titled "SCHEDULE COVID-19 VACCINATION". The form asks, "Have you already received your first dose of the COVID-19 Vaccine?". Below the question are two large, light gray buttons labeled "Yes" and "No". At the bottom left of the form is a yellow button labeled "Start Over". The form is set against a dark blue background with faint icons and text.

*If you selected **Yes**, you will see this message: We apologize for the inconvenience; at this time, only first-dose appointments to receive the COVID-19 vaccination are available for online scheduling. Second-dose appointments will be scheduled at your first-dose appointment.*

2. Are you age 12 years or older?

a. If you are 12 years or older, select **Yes**

b. If you are under 12 years old, select **No**



SCHEDULE COVID-19 VACCINATION

Are you age 12 years or older?

Yes

No

Start Over

If you select No, you will see this message: We apologize for the inconvenience; at this time, only patients 12 and older are being scheduled to receive the COVID-19 Vaccination.

3. Please remember to bring a valid photo ID (driver's license, state photo ID, passport, employer ID, student ID)

a. If you have a valid photo ID, select **“I understand and will have my valid photo ID(s) with me”**.

SCHEDULE COVID-19 VACCINATION

Please remember to bring a valid photo ID (driver's license, state photo ID, passport, employer ID, student ID).

I understand and will have my valid photo ID with me

I do not have the required ID

Start Over

b. If you do not have a valid photo ID, select **“I do not have the required ID(s)”**.

If you clicked the second box, indicating you do not have a valid ID, you will see this message: We apologize for the inconvenience; at this time, you may not receive the COVID-19 vaccination if you do not have a valid photo.

4. Individuals 16 or 17 years of age must be accompanied by a parent or guardian or provide written parental/guardian consent to be vaccinated. Individuals under 16 must be accompanied by a parent/guardian

a. If you are under 18 and will be accompanied by your parent or guardian, select “I will be accompanied by my parent or guardian”. Proceed to step 7.

b. If you are between 16 – 17 years of age and will have written consent, select “I will

provide written parental/guardian consent”. Proceed to step 6.

c. If you are under 18 and cannot provide consent, select “I cannot provide parental/guardian consent”.

d. If you are over 18, please select “I am over the age of 18”. Proceed to step 7.

SCHEDULE COVID-19 VACCINATION

Individuals 16 or 17 years of age must be accompanied by a parent or guardian or provide written parental/guardian consent to be vaccinated. Individuals under 16 must be accompanied by a parent/guardian.

I will be accompanied by my parent or guardian - (12 - 17 years of age)

I will provide written parental/guardian consent - (16 - 17 years of age only)

I cannot provide parental/guardian consent

I am over the age of 18

Start Over

5. If you selected “I will provide written parental/guardian consent” in the previous step, Please use the link below to print the consent form. [Parental/Guardian Consent](#)

a. Select “I will bring the printed, filled out, and signed consent form with me” if you have a parent or guardian fill out the consent.

b. Select “I cannot provide proof of parental/guardian consent” if do not have parental or guardian consent.

SCHEDULE COVID-19 VACCINATION

Please use the link below to print the consent form.  
[Parental/Guardian Consent](#)

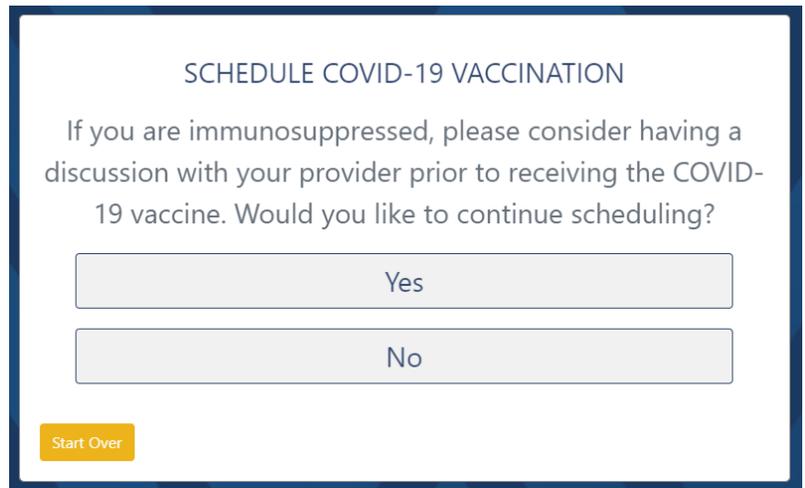
I will bring the printed, filled out, and signed consent form with me

I cannot provide proof of parental/guardian consent

[Start Over](#)

6. If you are immunosuppressed, please consider having a discussion with your provider prior to receiving the COVID-19 vaccine. Would you like to continue scheduling?

- a. If you would like to continue scheduling your appointment, **select “Yes”**
- b. If you would like to discuss the vaccine with your provider before scheduling the vaccine, **select “No”**



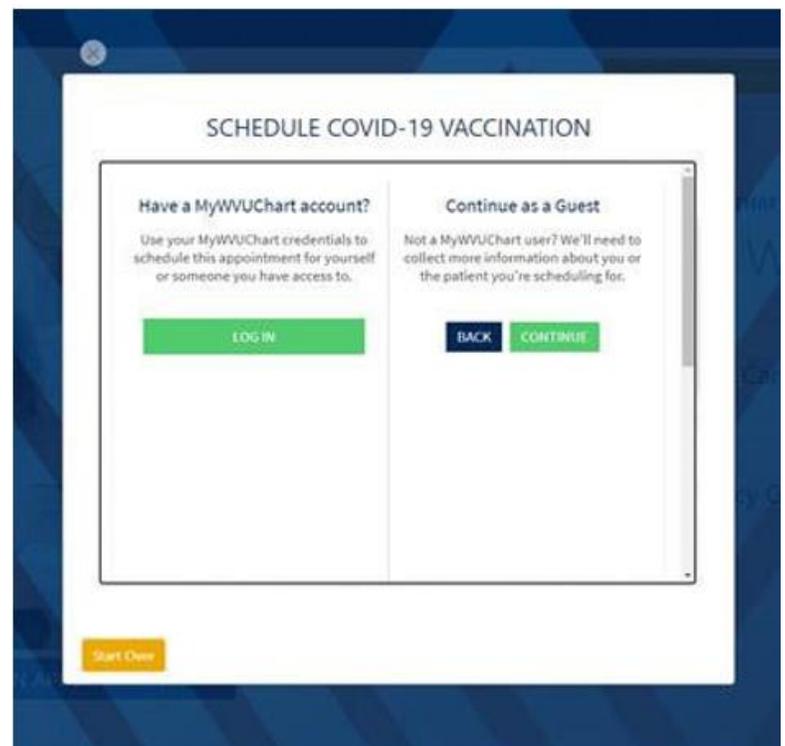
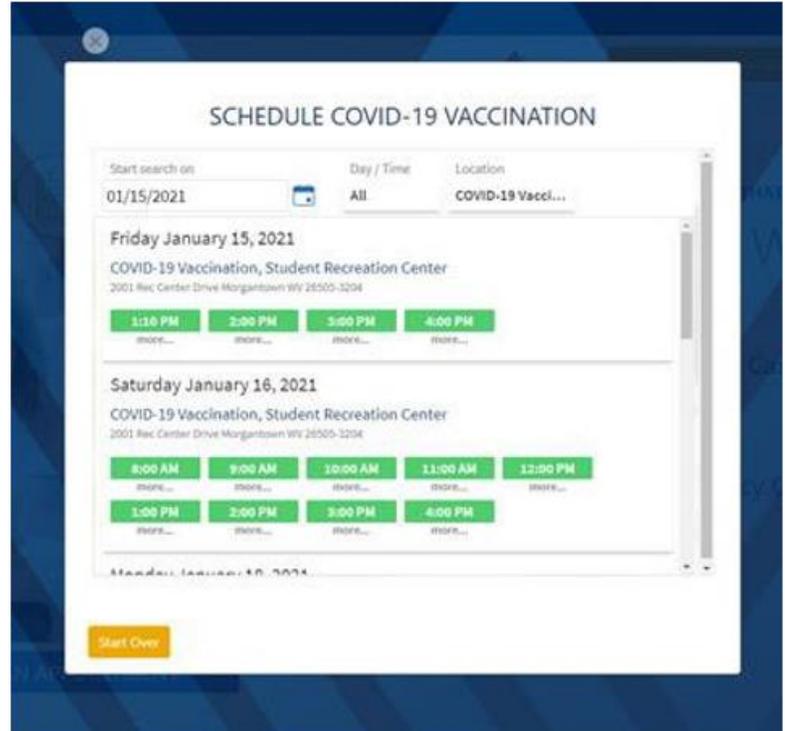
The screenshot shows a web form titled "SCHEDULE COVID-19 VACCINATION". Below the title is a question: "If you are immunosuppressed, please consider having a discussion with your provider prior to receiving the COVID-19 vaccine. Would you like to continue scheduling?". There are two radio button options: "Yes" and "No". At the bottom left of the form is a yellow button labeled "Start Over".

If you select No, you will see this message: Thank you, please return after you have discussed the COVID-19 Vaccine with your provider and you have decided to get the vaccine.

7. Next, **select** an appointment **date and time**. You can choose to log in to your MyWVUChart account or continue as a guest.

a. If you **have** a **MyWVUChart login**, select the **Log In button** to confirm your appointment with your MyWVUChart account.

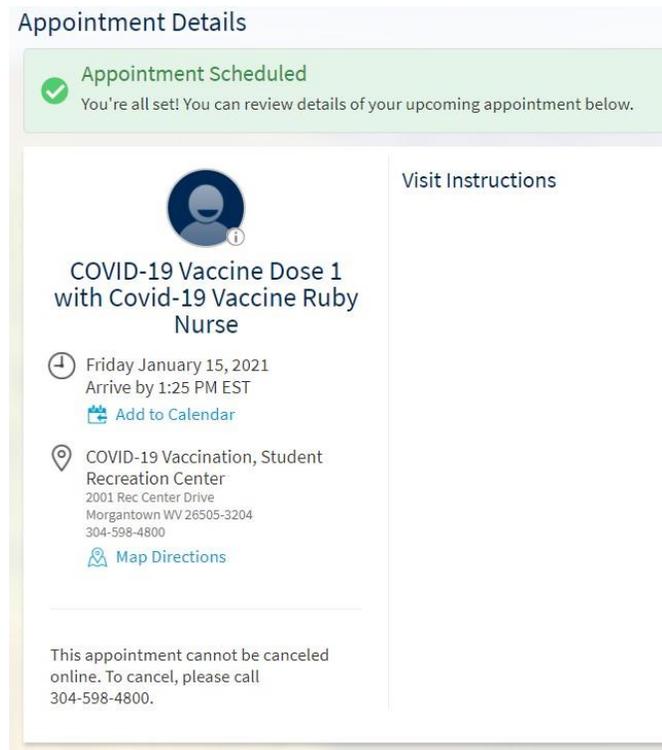
b. If you **do not have** a **MyWVUChart account**, select **Continue as Guest** and **proceed to step 10**.



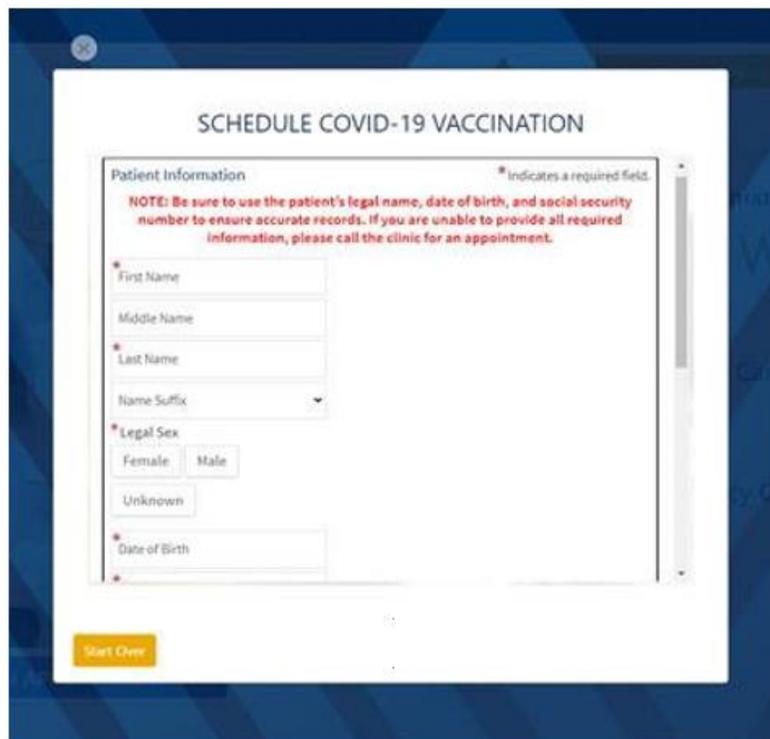
8. If you choose the MyWVUChart option, you will see a login screen. **Enter your MyWVUChart username and password to confirm your appointment.**



9. Once you log in, you'll see a confirmation of your appointment. **You have completed the self-scheduling process.**

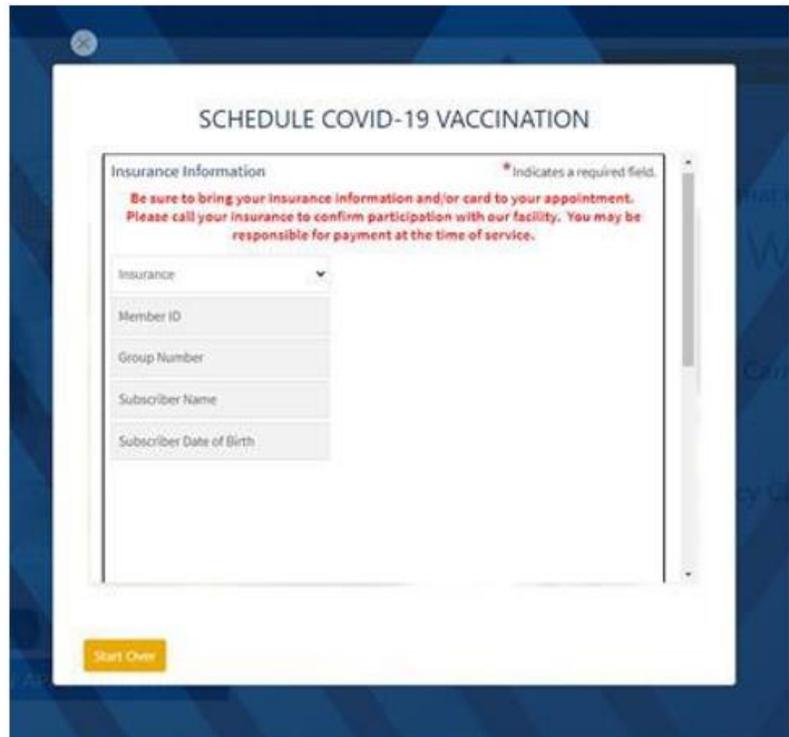


10. If you choose to **Continue as a Guest**, you will need to **fill out the required information**. When entering your birth date, use this format – MM/DD/YYYY – and be sure to include the slashes. **Click Next** to continue.



The screenshot shows a web form titled "SCHEDULE COVID-19 VACCINATION". The form is titled "Patient Information" and includes a note: "NOTE: Be sure to use the patient's legal name, date of birth, and social security number to ensure accurate records. If you are unable to provide all required information, please call the clinic for an appointment." The form contains several required fields, indicated by red asterisks: "First Name", "Middle Name", "Last Name", "Name Suffix" (a dropdown menu), "Legal Sex" (with radio buttons for "Female", "Male", and "Unknown"), and "Date of Birth". A "Start Over" button is located at the bottom left of the form.

11. Insurance information is not required for the COVID-19 vaccine. To **skip this step**, scroll down and **click the Next button** to continue.



The screenshot shows a web form titled "SCHEDULE COVID-19 VACCINATION". The "Insurance Information" section is highlighted with a red border. It contains a dropdown menu for "Insurance", and input fields for "Member ID", "Group Number", "Subscriber Name", and "Subscriber Date of Birth". A red asterisk and note indicate that the "Insurance" field is required. A "Start Over" button is located at the bottom left of the form.

12. **Click** the checkbox next to: **“I’m not a robot.”** Above the block of photos, there is a sentence that tells you which images to select. **Click on the designated images.** When the green checkmark appears, scroll down and **click** the **Next button** to continue.



The screenshot shows the "Verification" section of the "SCHEDULE COVID-19 VACCINATION" form. It includes a CAPTCHA prompt: "As a spam prevention measure, complete the CAPTCHA below." There is a checkbox labeled "I'm not a robot" and a CAPTCHA image with a "RECAPTCHA" logo. A "Start Over" button is visible at the bottom left.

13. You'll see a confirmation of your appointment. It includes the time and the location. You have completed the self-scheduling process for the COVID-19 vaccine.

