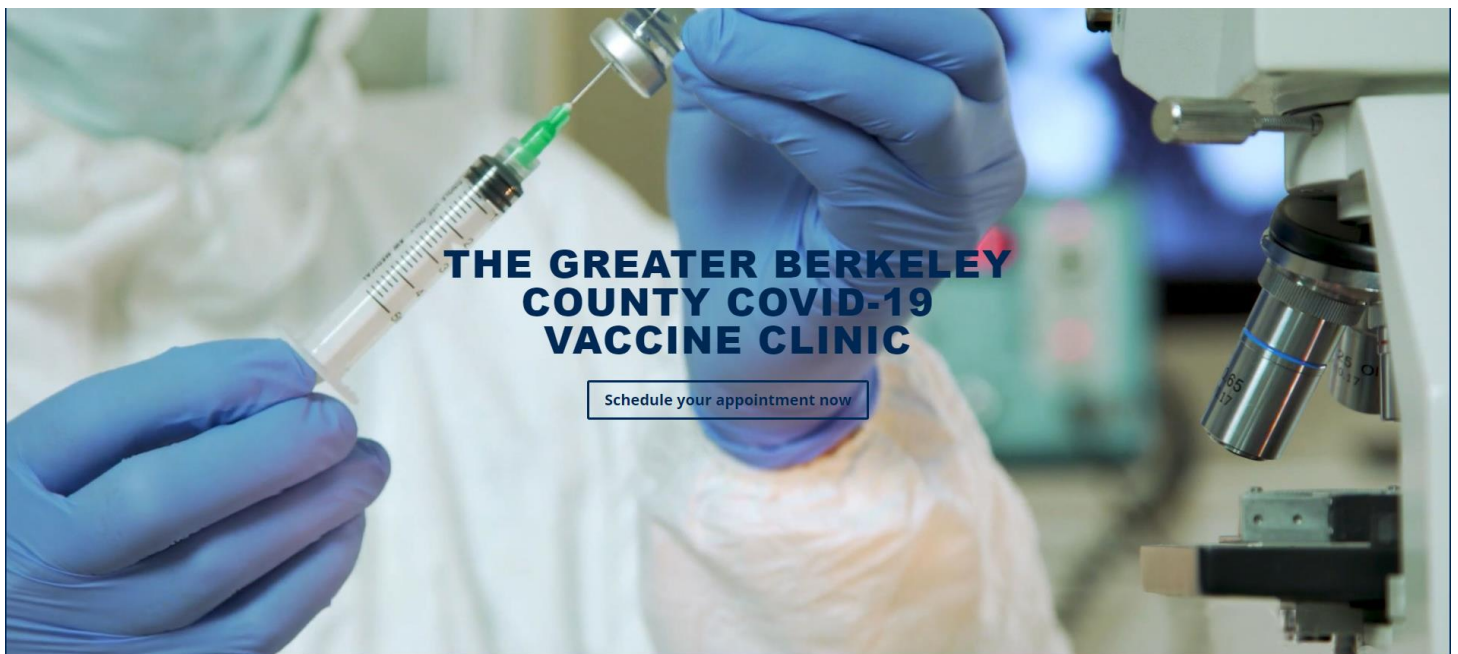


Berkeley County COVID-19 Community Vaccine Clinics

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?

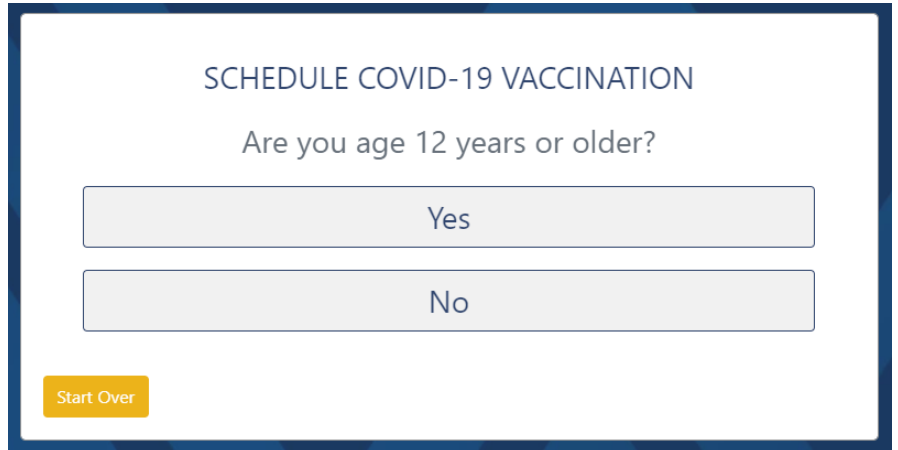
- a. If you **received** your first COVID-19 vaccine dose, **select Yes.**
- b. If you have **not received** a COVID-19 vaccine, **select No.**

A screenshot of a web form titled "SCHEDULE COVID-19 VACCINATION". The form asks the question "Have you already received your first dose of the COVID-19 Vaccine?". Below the question are two radio button options: "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 medical icons and text like "Emergency Ca" and "Care".

*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 or older?

- a. If you are age 12 years or older, **Select “Yes”**.
- b. If you are not age 12 years or older, **Select “No”**.



SCHEDULE COVID-19 VACCINATION

Are you age 12 years or older?

Yes

No

Start Over

If you selected No, you will see this message: We apologize for the inconvenience; at this time, you must be age 12 years or older to schedule a COVID-19 vaccination.

3. Please remember to bring a valid photo ID (driver's license, state photo ID, passport, employer ID, student ID). Individuals under 18 must be accompanied by a parent or guardian to be vaccinated.

a. I understand and will have my valid photo ID with me.

b. I do not have the required ID.

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 ID.

SCHEDULE COVID-19 VACCINATION

Please remember to bring a valid photo ID (driver's license, state photo ID, passport, employer ID, student ID).
Individuals under 18 must be accompanied by a parent or guardian to be vaccinated.

I understand and will have my valid photo ID with me

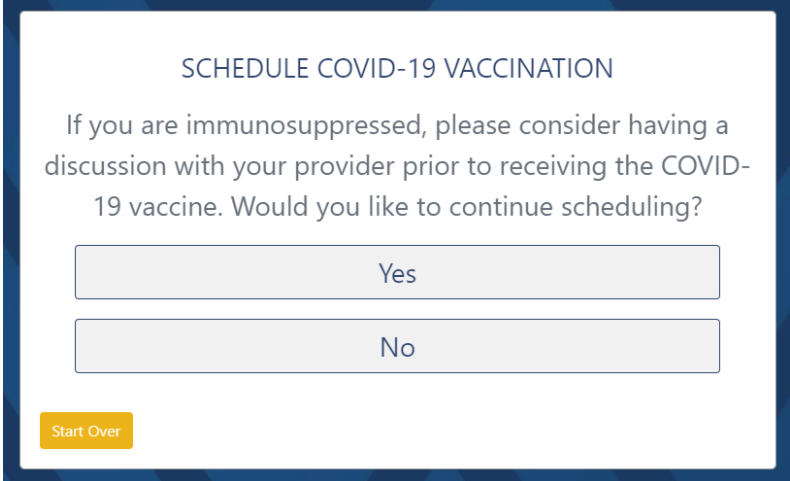
I do not have the required ID

Start Over

4. If you are immunosuppressed, please consider having a discussion with your provider prior to receiving the COVID-19 vaccine at this time. 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 message: "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". The "Yes" option is selected. At the bottom left of the form is a yellow button labeled "Start Over".

SCHEDULE COVID-19 VACCINATION

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?

☒ Yes

☐ No

[Start Over](#)

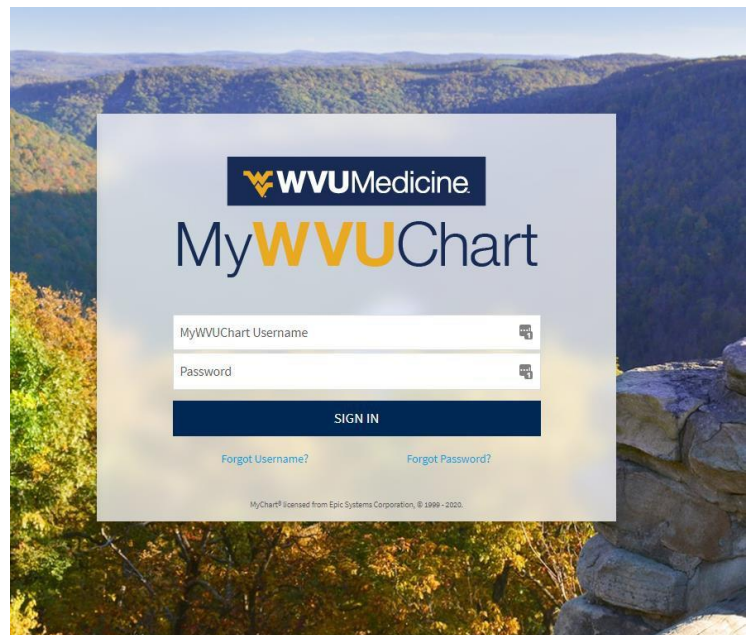
If you select No, you will see this message: Thank you, please return after you have discussed the COVID-19 Vaccine with your provider and you have decided to get the vaccine.

5. Next, **select** an appointment **date and time**. You can choose to log in to your MyWVUChart account or continue as a guest.
- If you **have a MyWVUChart login**, select the **Log In** button to confirm your appointment with your MyWVUChart account.
 - If you **do not have a MyWVUChart account**, select **Continue as Guest** and **proceed to step 10**.

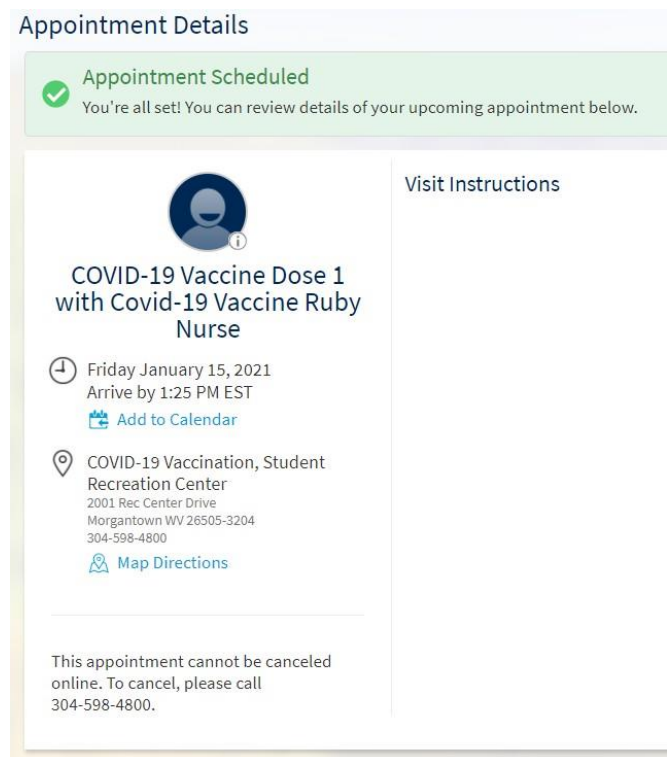
The screenshot shows a web interface titled "SCHEDULE COVID-19 VACCINATION". At the top, there are search filters: "Start search on" with a date picker set to "01/15/2021", "Day / Time" set to "All", and "Location" set to "COVID-19 Vacc...". Below the filters, the page displays two sections for appointment slots. The first section is for "Friday January 15, 2021" at the "COVID-19 Vaccination, Student Recreation Center" (2001 Rec Center Drive Morgantown WV 26505-3204). It shows four time slots: 1:15 PM, 2:00 PM, 3:00 PM, and 4:00 PM, each with a "more..." link. The second section is for "Saturday January 16, 2021" at the same location, showing two rows of time slots: 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 12:00 PM in the first row, and 1:00 PM, 2:00 PM, 3:00 PM, 4:00 PM in the second row, each with a "more..." link. At the bottom left, there is a "Start Over" button.

The screenshot shows a web interface titled "SCHEDULE COVID-19 VACCINATION". It presents two options for scheduling: "Have a MyWVUChart account?" and "Continue as a Guest". Under "Have a MyWVUChart account?", it says "Use your MyWVUChart credentials to schedule this appointment for yourself or someone you have access to." and features a green "LOG IN" button. Under "Continue as a Guest", it says "Not a MyWVUChart user? We'll need to collect more information about you or the patient you're scheduling for." and features a dark blue "BACK" button and a green "CONTINUE" button. At the bottom left, there is a "Start Over" button.

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

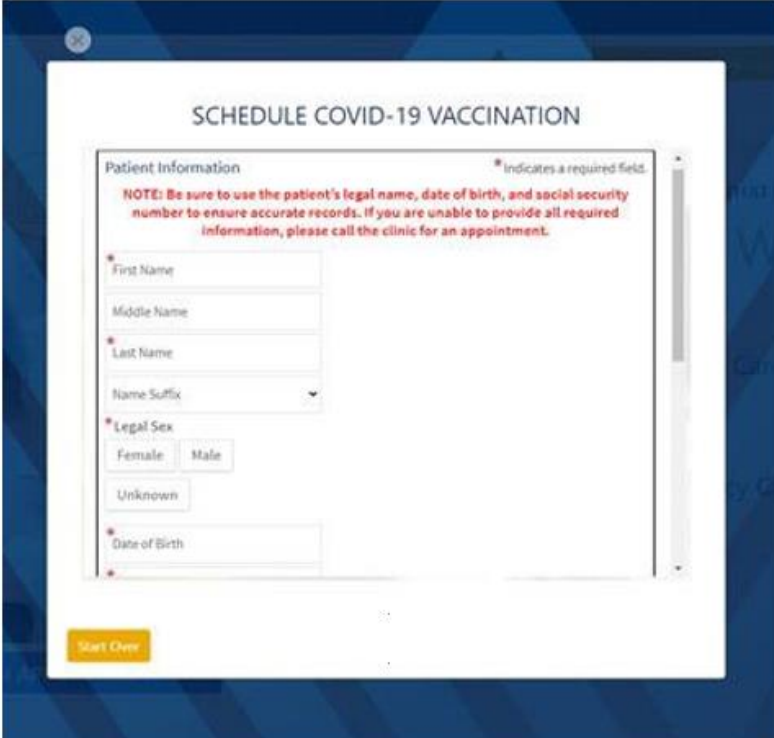


7. Once you log in, you'll see a confirmation of your appointment. **You have completed the self-scheduling process.**



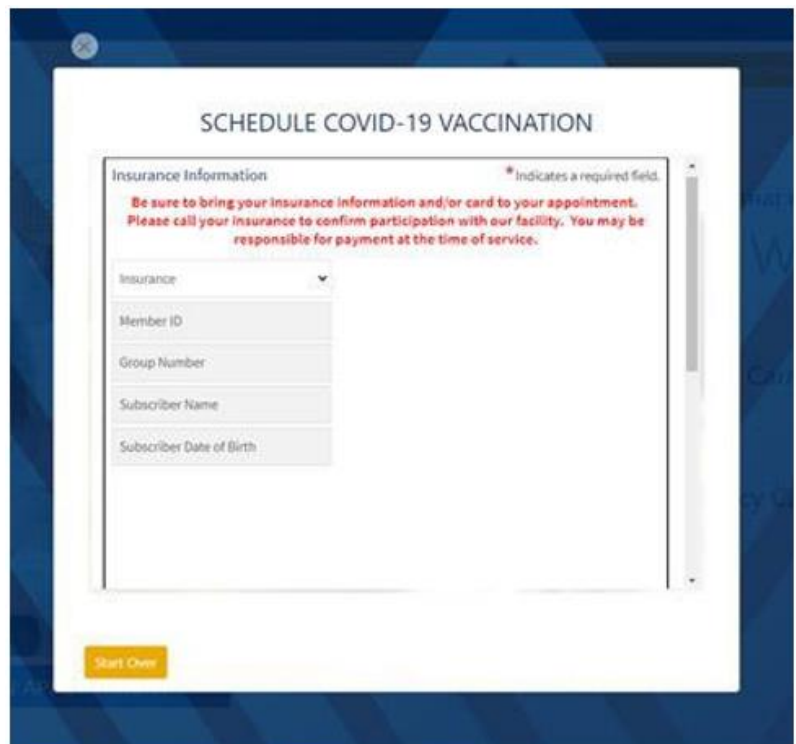
8. If you choose to **Continue as a Guest**, you will need to **fill out the required information**. When entering your birth date, use this format – MM/DD/YYYY –

and be sure to include the slashes. **Click Next** to continue.



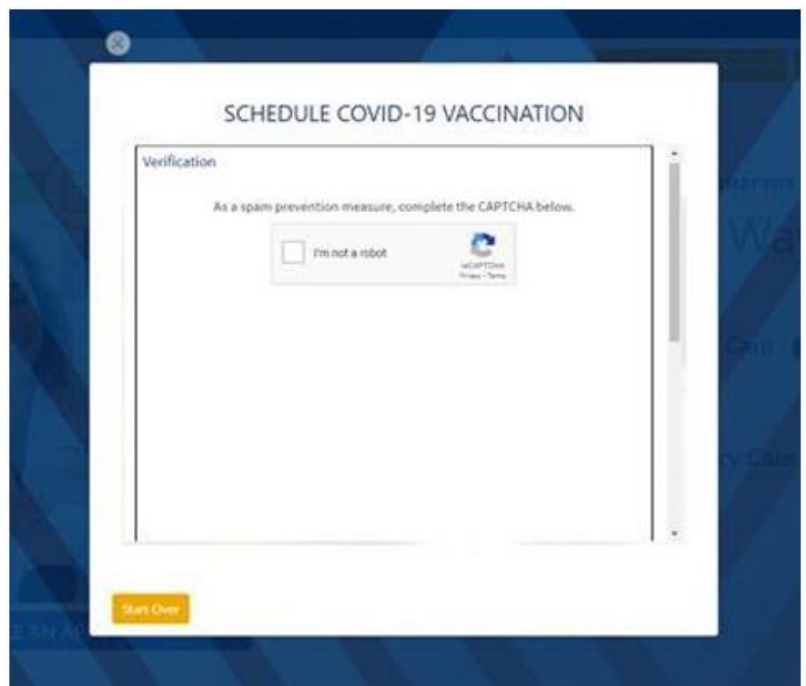
The screenshot shows a web form titled "SCHEDULE COVID-19 VACCINATION". The form is titled "Patient Information" and includes a note: "NOTE: Be sure to use the patient's legal name, date of birth, and social security number to ensure accurate records. If you are unable to provide all required information, 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.

9. 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". Below the title is a section labeled "Insurance Information" with a red asterisk and the text "Indicates a required field." Below this is a red warning message: "Be sure to bring your insurance information and/or card to your appointment. Please call your insurance to confirm participation with our facility. You may be responsible for payment at the time of service." The form contains several input fields: "Insurance" (a dropdown menu), "Member ID", "Group Number", "Subscriber Name", and "Subscriber Date of Birth". At the bottom left of the form is a yellow button labeled "Start Over".

10. **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 same web form titled "SCHEDULE COVID-19 VACCINATION", but now the "Verification" section is visible. It contains the text "As a spam prevention measure, complete the CAPTCHA below." Below this is a checkbox labeled "I'm not a robot" and a CAPTCHA image showing a recycling symbol. At the bottom left of the form is a yellow button labeled "Start Over".

11. 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.

