

# COVID-19 Testing Scheduling

## Objective

This guidance helps you schedule appointments for COVID-19 Testing via the University's scheduling application.

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## Before Getting a Screening Test

- Refrain from eating, drinking, tooth brushing, mouth washing, gum chewing, vaping, and tobacco use for at least 30 minutes before submitting your saliva sample at the test location to ensure your sample is not contaminated.
- Plan to be "hands-free" during the testing process. All coffee, water bottles, etc. must be discarded or put away prior to testing. Storage of personal possessions will not be available. At testing sites, enter through one location and exit at another location.
- Bring your current PennCard.
- Complete your daily symptom check on PennOpen Pass before leaving your residence. Only leave if you have a Green Pass. Show your Green Pass at the testing site.
- While lining up outside the testing location, wear a face covering and practice physical distancing.

## Access

- **Login** to <https://covidscheduling.upenn.edu/> to access the COVID Testing scheduler via a device of your choice (e.g., desktop, laptop, iPad, smartphone)
- **Save the URL** as a bookmark or shortcut for quick access.
- Sign in using your **PennKey** credentials.
- Review/Accept the Consent to Testing

## Schedule Appointments

1. Click the **Schedule COVID Test Quicklink** or click Appointment and click the Request New Appointment button.
2. Click button under **Type**, select COVID Saliva Test 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.

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**Notifications/Reminders:** You will receive a confirmation and a reminder email with pre-testing 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. Under Approved Appointments, Click the **3 dots icon** to the right of your appointment details
2. Click “**Reschedule**”
3. Use the filters to search and select a new appointment
4. **Confirm your new appointment** and select the **Submit Request** button
5. 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.*

## **Cancel an Appointment**

1. Under Approved Appointments, Click the **3 dots icon** to the right of your appointment details.
2. Click “**Cancel**”
3. You will be prompted to **confirm** that you wish to delete the appointment. Click “OK” to confirm the **cancellation**.
4. 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 as a courtesy to others who may need the time slot.*

*Reschedule your appointment to make sure you are keeping up with your required schedule.*