

UCF COVID-19 Vaccination Appointment Scheduling Employee Instructions

Download the UCF Mobile App

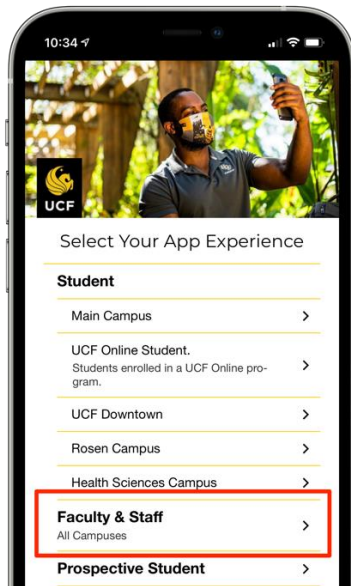
The UCF Mobile app is available for iOS and Android for smartphones and tablets. UCF Mobile can be downloaded at: <https://ucfmobile.ucf.edu>

NOTE: The COVID-19 Vaccination Appointment Scheduling App is also available on the web at:

- https://ucf.service-now.com/vaccination_scheduler

Accessing the COVID-19 Vaccination Appointment Scheduling App in UCF Mobile

1. Open the UCF Mobile app.
2. On the **Select Your App Experience** screen, tap **Faculty & Staff***.



3. Inside the Faculty & Staff Experience, tap the **Schedule Vaccination** icon



*If already using another UCF Mobile app experience, tap the **Change App Experience** button at the bottom of the main screen of UCF Mobile to access the **Select Your App Experience** screen.

Scheduling Your COVID-19 Vaccination Appointment

1. Inside the Faculty & Staff Experience, tap the **Schedule Vaccination** icon.



2. Log in to schedule your vaccination appointment with your UCF NID and Password.
3. The default language can be changed from English to Spanish.



4. Confirm that you have read the Vaccine Fact Sheet and answer the following questions to schedule a vaccination appointment.

VACCINATION

Language: English

Hello ,

Welcome to the UCF COVID-19 vaccination appointment scheduling portal. Please confirm that you have read the Vaccine Fact Sheet and answer the following questions to schedule a vaccination appointment.

- * I have read the [Vaccine Fact Sheet](#).

- * Are you experiencing any [symptoms](#) consistent with COVID-19?
 Yes No
- * Have you ever experienced a severe allergic reaction to the Pfizer COVID-19 vaccine or an [immediate](#) allergic reaction to any injectable vaccine or medication?
 Yes No
- * Do you have an allergy to polyethylene glycol (PEG)?
 Yes No
- * Are you 18 years old or older?
 Yes No
- * Are you pregnant?
 Yes No
- * Have you already received a COVID-19 vaccination shot?
 Yes No

- Next, confirm and/or complete your contact information, demographic information and consent to use your email address

Please confirm and complete your contact and demographic information.

NOTE: The requested information is only being used to allow UCF Health Services to create or update your Florida Shots account. This information will not be shared or used for any other purpose. Thank you.

Contact Information

Employee Name

*Phone *Email

*Street Address

*City *State

*Zip Code *County of Residence

Demographic Information

*DOB (MM/DD/YYYY) *Sex

Race *Ethnicity

*Eligibility Group
Select one eligibility group that best represents your demographic.

I provide my consent to use my email address only for appointment and COVID vaccination related communications.

Schedule My Appointment

- Select a date and time for your vaccination (the app will only show available date and times)

VACCINATION

Please select a date and time for your vaccination.

Location

12715 Pegasus Drive
Orlando, FL 32816
Main Entrance of the Student Union

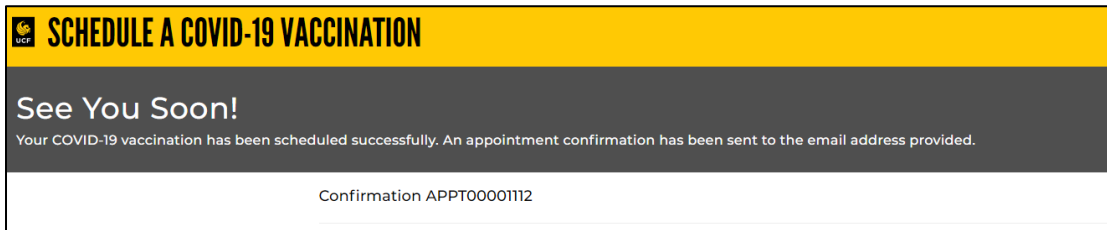
Date

Available Times

02:30 PM	02:45 PM	03:00 PM	03:15 PM
03:30 PM	03:45 PM	04:00 PM	04:15 PM
04:30 PM	04:45 PM		

Reserve Now

7. After reserving your date and time, you will be directed to your appointment confirmation page with important information to review. You will also receive an appointment confirmation email and calendar meeting invite.

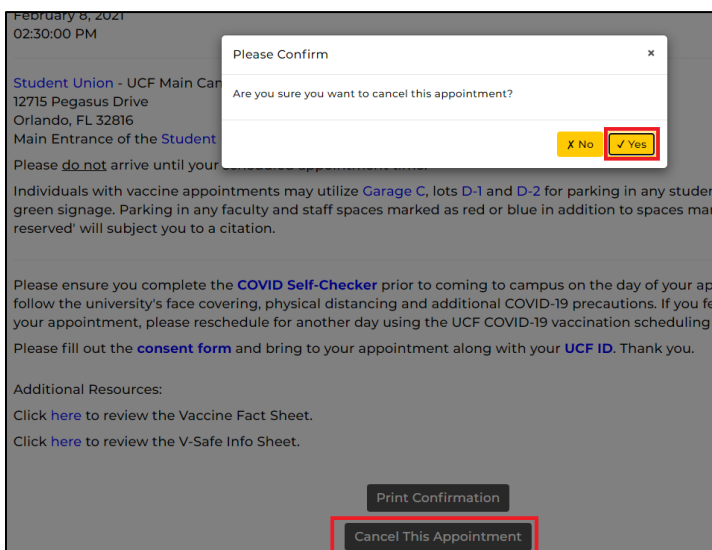


NOTE: You can access the confirmation page up to the day of your appointment. You just need to go back to the app/web page to access once scheduled. If you miss your appointment and do not cancel, the following day, you will be redirected back to the beginning of scheduling an appointment (see Step 4 above).

Canceling Your COVID-19 Vaccination Appointment

1. You can always access your appointment confirmation page by going back into the app/web page once scheduled (up to the day of your appointment). You can cancel your appointment by selecting the “Cancel This Appointment” button. You will be directed to a Cancelled Appointment page. You will also receive a confirmation email that your appointment was canceled as well as the calendar meeting invite will be requested to be removed.

You will be able to reschedule your appointment by selecting the “Schedule a New Appointment” button. This canceled appointment page will only show the first time you cancel. If you go back into the app/web page after closing, you will be redirected back to the beginning of scheduling an appointment (see Step 4 above).



 **SCHEDULE A COVID-19 VACCINATION**

Cancelled Appointment

Your COVID-19 vaccination appointment has been canceled. An appointment cancellation confirmation has been sent to the email address provided.

If you would like to reschedule your vaccine appointment, please click on the Schedule a New Appointment button below. You will be redirected to answer the prerequisite questions.

Employee Name:
Email:
Phone:

Monday
February 8, 2021
02:30:00 PM

[Student Union](#) - UCF Main Campus
12715 Pegasus Drive
Orlando, FL 32816
Main Entrance of the [Student Union](#)

[Schedule a New Appointment](#)