Scheduling Your COVID-19 Test Appointment

This guide will walk you through the process of scheduling your COVID-19 test. You will receive a unique link to the scheduling system via your oakland.edu email. This link should not be posted publicly, or shared with others.

To schedule an appointment:

1. Click on the link that was provided to you by University Housing in the **COVID-19 testing** email notification on either your computer or smartphone.

2. The web address will take you to a landing page listing the available dates and times to schedule a test.

3. Click on the desired date and time for your test.

4. After you have selected your desired date and time, a new screen will appear.

5. You will be able to confirm the chosen date and time at the top of this screen.

6. To change the date or time, click the **Back** button at the bottom of the screen. This will take you back to the first screen, and you will be able to choose a different date and time.

7. Once you have confirmed the date and time for your test, you will need to enter the **Reason for Visit** in the provided text box. Enter **COVID-19 Viral Swab Test**, then click **Continue**.

8. The next screen that appears will provide you with two options.

    a. If you already have a *my*Beaumount Chart account:
        i. Click **Log In**.
        ii. You will be prompted to sign in with your username and password.
        iii. If you have forgotten your username or password, follow the links underneath the **Sign In** button for assistance, or call (248) 597-2727.
        iv. Once you have logged into *my*BeaumontChart, the appointment confirmation will display on the screen, and will provide you with the date, time, and location of your test appointment.
        v. An email confirmation will be sent to the email associated with your *my*BeaumontChart account.

    b. If you do NOT have a *my*BeaumontChart account:
        i. Locate the option to **Continue as a Guest**, then click **Continue**.

ii.   Complete the fields on the screen, all of which are required, then click **Next**.

iii.   <u>The insurance information that is requested on the next page is NOT required, and you may click **Next** to skip this page. Oakland University is covering the cost of on-campus testing for residential students.</u>

iv.   On the next page, complete the verification check by checking the box to the left of the **I am not a robot** statement.

v.   Click **Schedule It!** to schedule your appointment.

vi.   Your appointment confirmation will display on the screen, and will provide you with the date, time, and location of your test appointment.

vii.   An email notification will be sent to the provided email address, along with a link to sign up for a ***my*Beaumontchart** account.