For Instructions on how to schedule a vaccine appointment:

1. Go to https://louisvilleportal.pointnclick.com
2. Click the "Student, Staff and Faculty" button at the top of the page.
3. Microsoft login screen will open. Sign using your ULINK ID@louisville.edu and associated password
4. "Stay Signed In" screen will appear and click No.
5. Confirm your identity by entering your date of birth and click proceed.
6. You should now be on the main page of the Campus Health Patient Portal.
7. To schedule an appointment, click on **View, Check-in or Book an Appointment**.
8. Select the **Covid Vaccine** and THEN select which specific vaccine you need. Click **Continue**
9. Enter a Callback number
10. Confirm, update or provide Race/Ethnicity information required for epidemiological reporting and click **CONTINUE**
11. Enter or update and confirm your address for epidemiological reporting and click **CONTINUE**
12. Sign the Consent form (Note: you only need to answer questions regarding the specific vaccine you are going to receive.   Scroll to the bottom of the screen to complete your signature)
13. Select Appointment date and vaccination location and then click **SEARCH APPOINTMENTS.**
14. Select your desired appointment time and click **CONTINUE.**
15. Click **CONFIRM** if your appointment date, time and location are correct.
16. SAVE A COPY OF YOUR QR CODE to use at check-in by printing the document or taking a screenshot with your phone.
17. **ALL DONE!!!!**

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