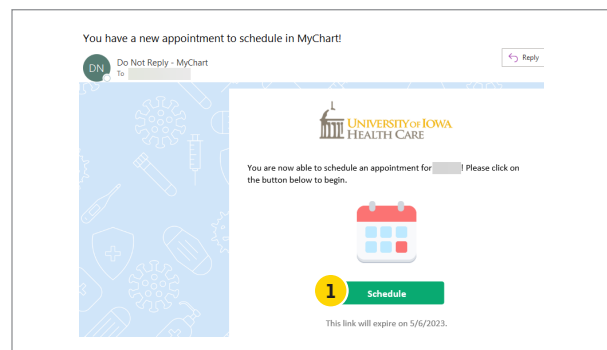
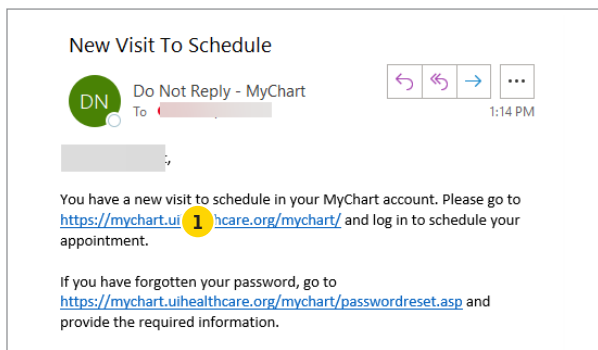


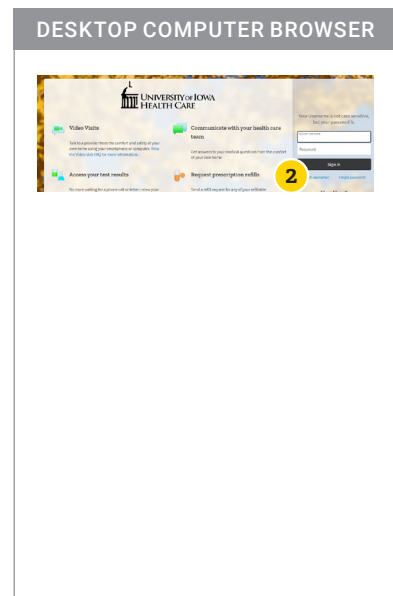
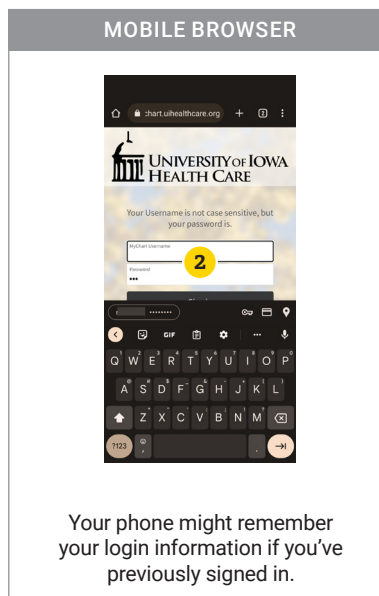
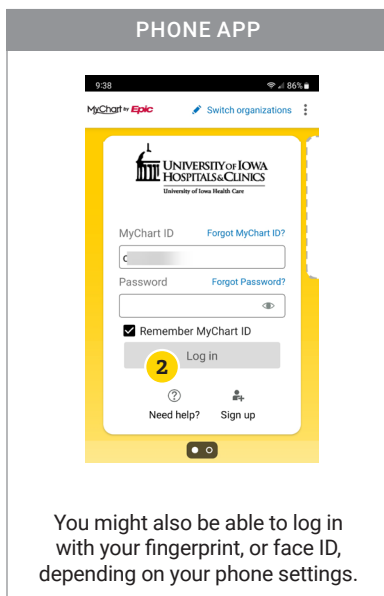
# SCHEDULING FROM A MYCHART TICKET

When your provider would like an appointment to be scheduled, you may receive a "ticket" to schedule. Below you will find instructions on how to schedule the appointment in MyChart along with screenshots and examples to help guide you through the process.

- 1 From the email message, click the [link](#) in the email message, or the **Schedule** button, whichever displays. Display may be different based on the service you use to receive emails.**

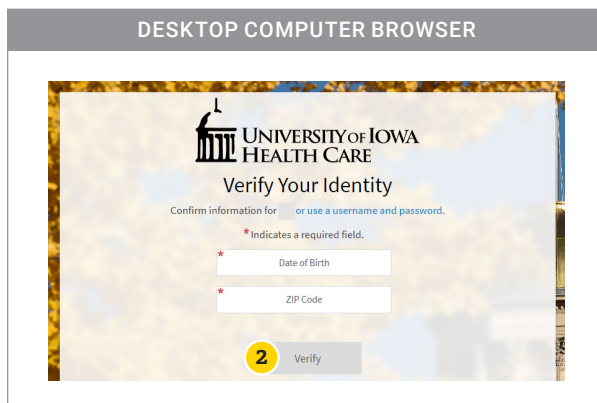
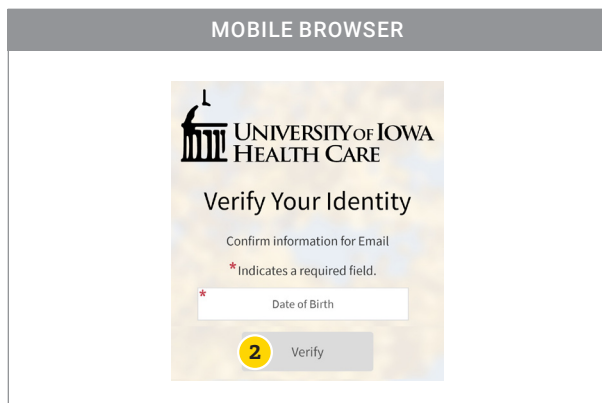


- 2 Log in to MyChart.**



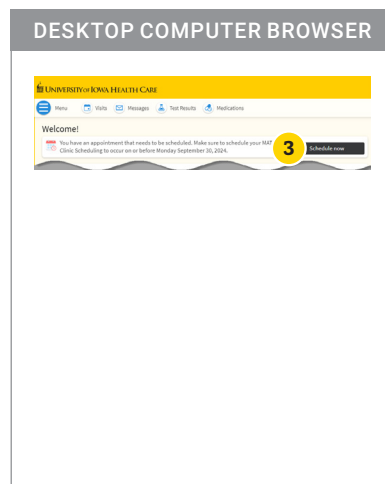
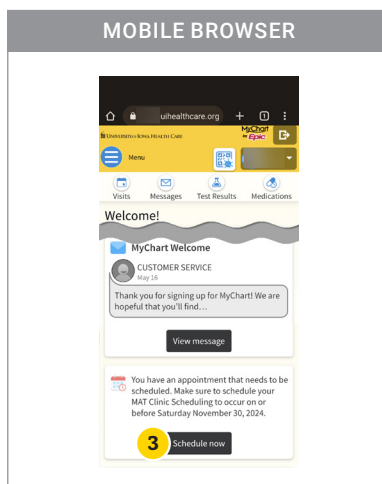
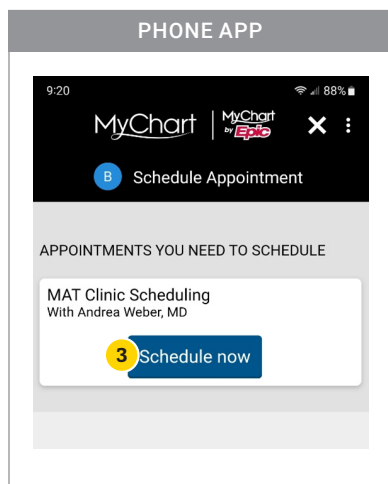
2

If you don't have a MyChart account, verify your identity with your date of birth and ZIP code.



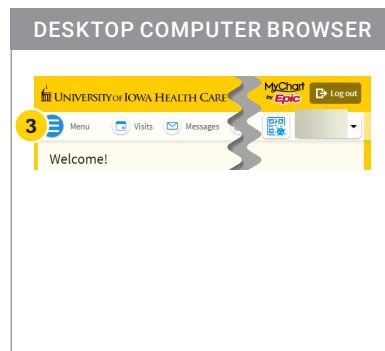
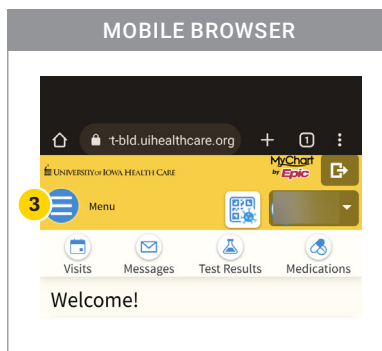
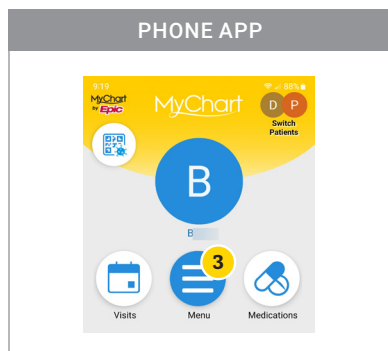
3

On the MyChart homepage, you'll see a message about scheduling your visit. You might need to scroll a bit to find it. Click/tap Schedule Now.

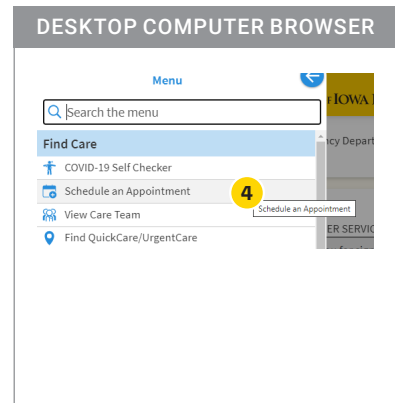
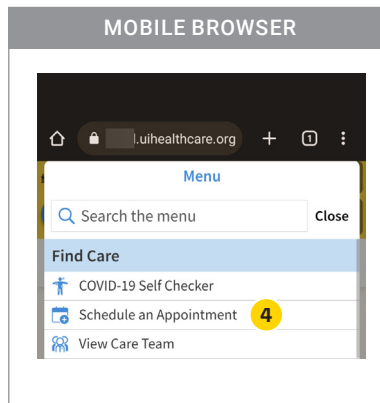
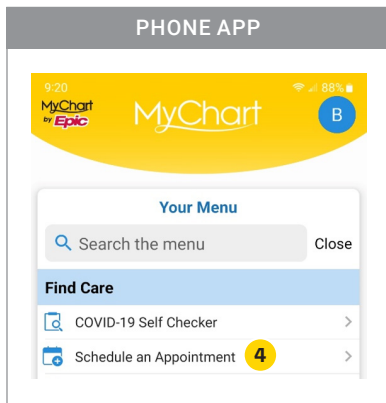


3

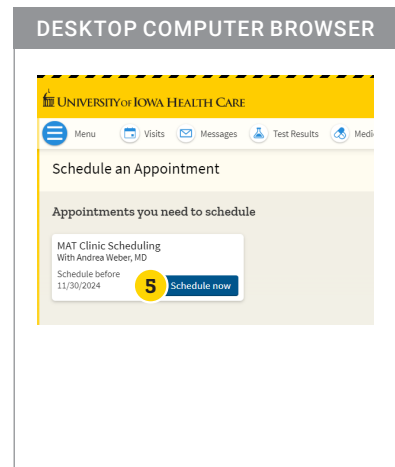
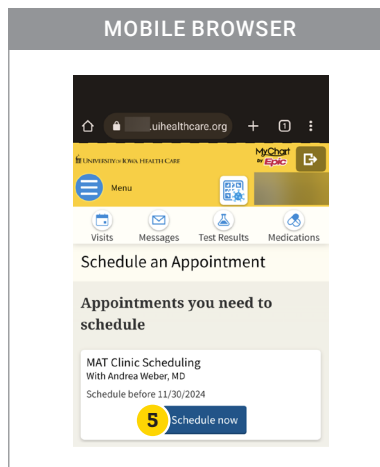
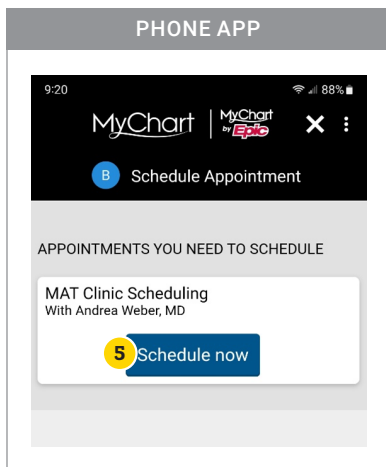
If a message does not display on the home screen, click/tap Menu.



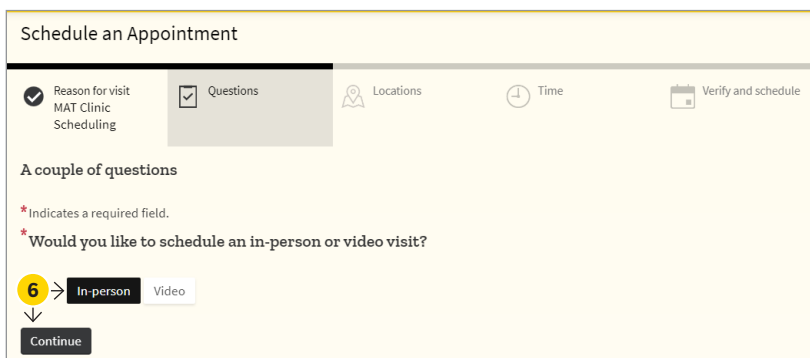
**4** Click/tap **Schedule an Appointment.**



**5** Find the visit in the **Appointments You Need to Schedule** section and click/tap **Schedule Now.**

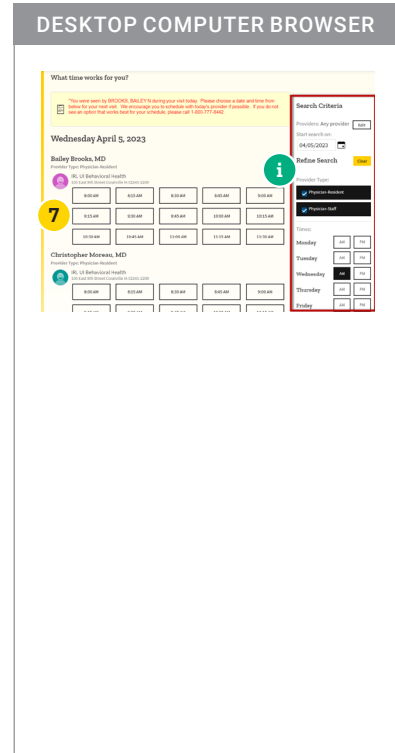
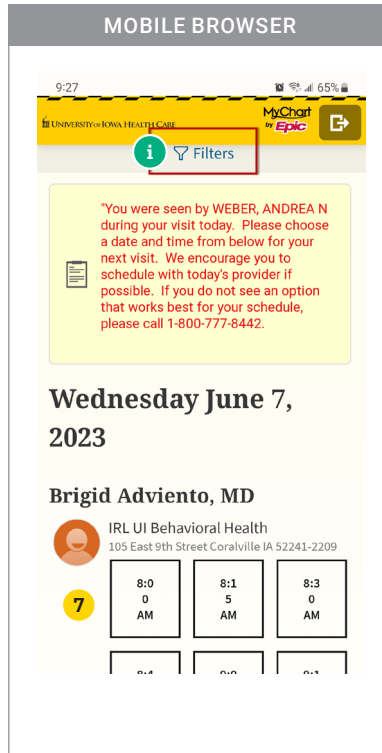
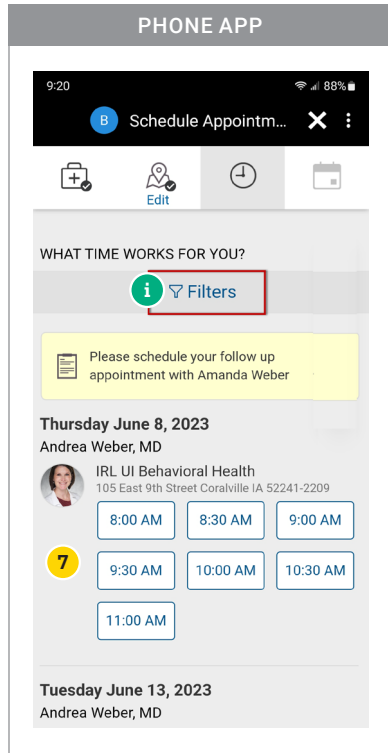


**6** Answer any questions that display based on your needs, then click/tap **Continue.**

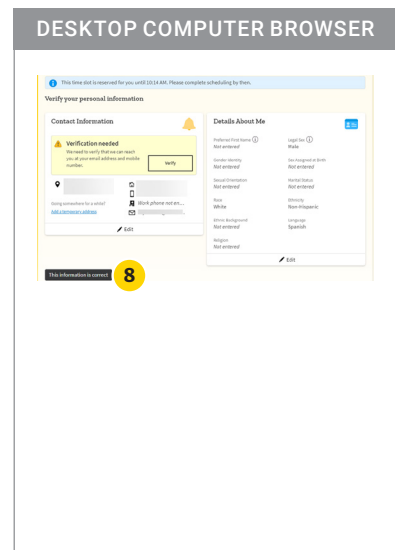
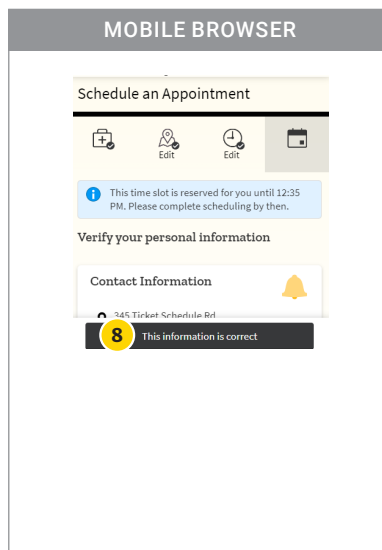
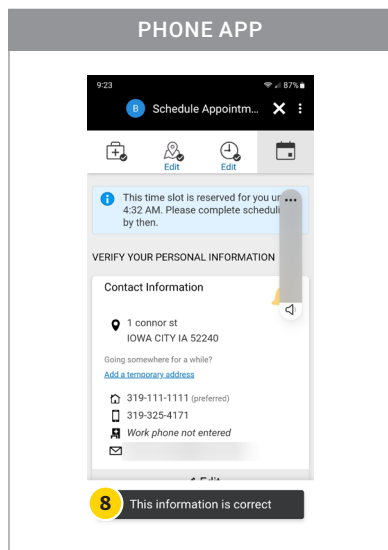


**7** A list of dates and times displays based on when the provider expects the appointment to happen. Review the dates and providers with availability. Click/tap the time that will work best for you with the right date and provider.

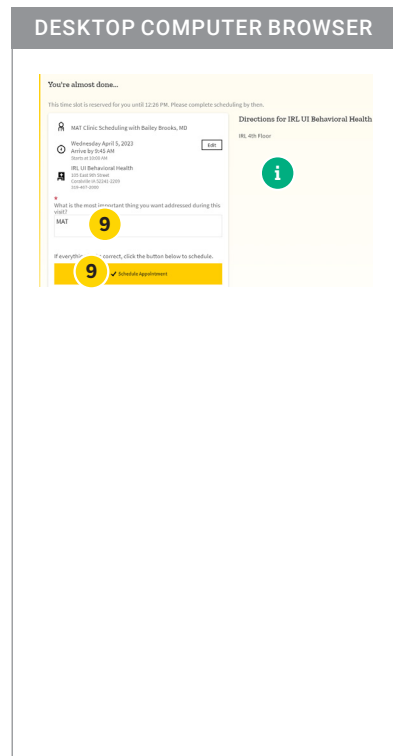
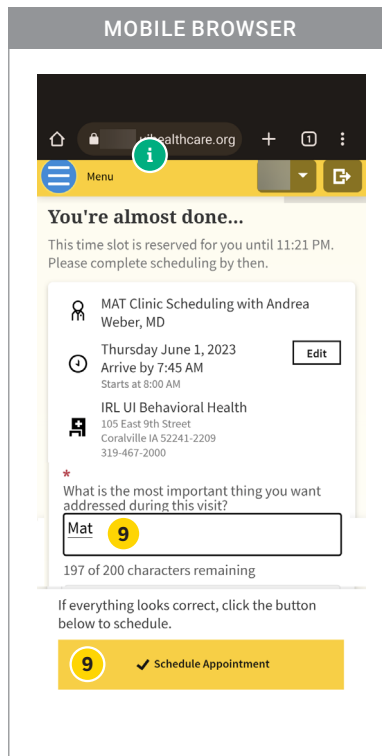
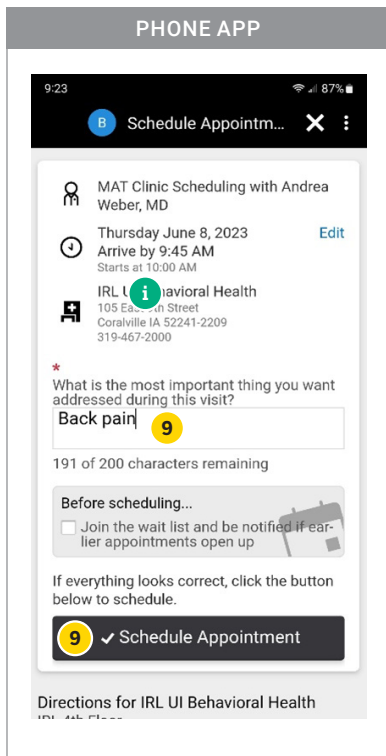
**i** You can also update the days and times using the 'filters' button or the 'search criteria' section to narrow your results down to your preferred provider and the days that work best for you."



**8** Verify your contact information, demographic details, and insurance information, editing if needed. When all looks correct, click/tap This information is correct.



**9** Type in the reason for your visit and click **Schedule Appointment**.



**10** You'll see a confirmation screen, and if the appointment is less than five days away, you can also complete eCheck-In process.

