

# HOW TO SCHEDULE YOUR COVID TEST APPOINTMENT

Visit one of these sites – to book your appointment and following the instructions below:

- <https://upenn-accommodate.symplicity.com/appointment/covid1/covid1>
- <https://upenn-accommodate.symplicity.com/appointment/covid2/covid2>
- <https://upenn-accommodate.symplicity.com/appointment/covid3/covid3>
- <https://upenn-accommodate.symplicity.com/appointment/covid4/covid4>
- <https://upenn-accommodate.symplicity.com/appointment/covid5/covid5>
- <https://upenn-accommodate.symplicity.com/appointment/covid6/covid6>
- <https://upenn-accommodate.symplicity.com/appointment/covid7/covid7>
- <https://upenn-accommodate.symplicity.com/appointment/covid8/covid8>

## 1. Click on the date and select a time

Schedule a COVID1 appointment with COVID1

1. Click a date and time slot

2. Submit your Request

August 2020

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31			
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8/17/2020

- COVID1
- 8:00 am
- 8:15 am
- 8:30 am
- 8:45 am
- 9:00 am
- 9:15 am
- 9:30 am
- 9:45 am
- 10:00 am
- 10:15 am
- 10:30 am
- 10:45 am
- 11:00 am
- 11:15 am
- 11:30 am
- 11:45 am

You would like to share with your meeting host

**Request This Appointment**

## 2. Click on Type and choose COVID and click on DONE

Schedule a COVID1 appointment with COVID1

1. Click a date and time slot

2. Submit your Request

Request This Appointment

With: COVID1

Date: 8/17/2020

Selected Time: 8:00 am

Type: COVID Testing (10 min) **Choose...**

Additional Notes: Please provide any comments you would like to share with your meeting host

**Request This Appointment**

Schedule a COVID1 appointment with COVID1

1. Click a date and time slot

2. Submit your Request

**Request This Appointment**

With: COVID1

Date: 8/17/2020

Selected Time: 8:00 am

Type: COVID Testing (10 min) **Choose...**

Additional Notes: Please provide any comments you would like to share with your meeting host

**Request This Appointment**

## 3. Click Request This Appointment

Schedule a COVID1 appointment with COVID1

1. Click a date and time slot

2. Submit your Request

**Request This Appointment**

With: COVID1

Date: 8/17/2020

Selected Time: 8:00 am

Type: COVID Testing (10 min) **Choose...**

Additional Notes: Please provide any comments you would like to share with your meeting host

**Request This Appointment**

**Appointment Schedule Submitted**

Thank you. Your Appointment Request has been submitted.

Date: Monday, August 17, 2020  
Time: 8:00 am EST  
Host Name: COVID1

If you have questions, or would like to reschedule, please contact COVID1 at [covid-1@upenn.edu](mailto:covid-1@upenn.edu).

You have successfully scheduled your COVID Test appointment – you will receive an email confirmation. All appointments will take place in

**HOUSTON HALL – HALL OF FLAGS – GROUND FLOOR**