Accessing and Using the Patient Portal

Quick Reference Guide

This Quick Reference Guide provides step-by-step instructions on how to:

Set Up Your Account

You will receive an email from the State of Ohio donotreply@gettheshot.coronavirus.ohio.gov with a link to create a password to manage your scheduled appointment. Click on **"clicking here"** to set your password.

Dear John,

Thank you for signing up to receive the COVID-19 vaccine.

Please set up an account to manage your appointment schedule by clicking here to create a password.

This is your User ID for your account: john.doe@user.com.user485

Please record this User ID or save this email for future use.

After account creation, use this link to log in: Home

1. Enter a new password and click **"Change Password."**

2. The patient homepage displays. Click on **"My Dashboard"** tab.
    Note: If you enter the password three times incorrectly, you will be locked out for 15 minutes.

3. You will now see your upcoming appointment(s). You will be able to complete your appointment questionnaire or cancel your appointment if needed. In addition, a booking QR code that can be scanned at your appointment by the provider will be shown. This code is also sent to you via email.
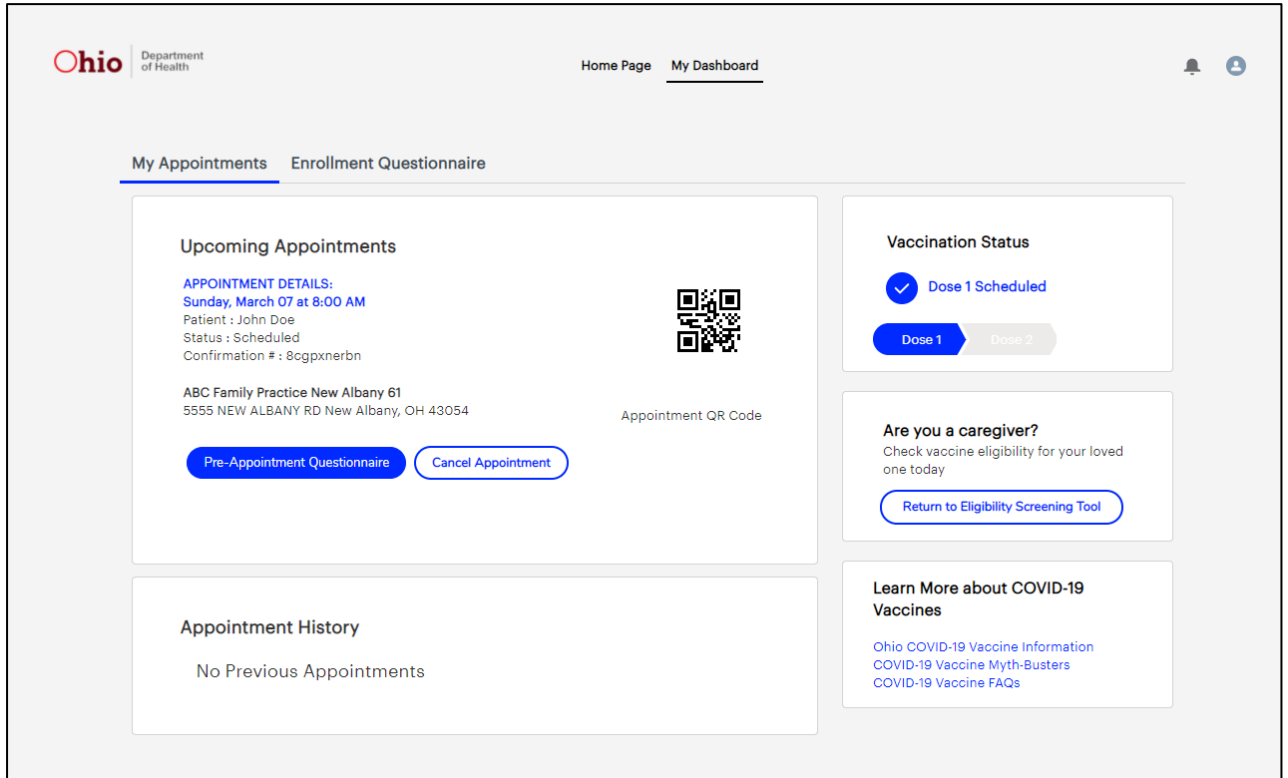
Cancel Appointment

1. If you need to cancel the appointment, click on **"Cancel Appointment."**

2. Select a cancellation reason and click on **"Cancel appointment."**

3. You will receive a notification that your appointment has been canceled.

Complete Pre-Screening Questionnaire

1. Within 24 hours of your appointment, you will need to complete a questionnaire. (You will also receive an email reminder to complete it.) Click on **"Pre-Appointment Questionnaire."**

2. Complete the vaccine screening questionnaire by selecting a response to each question. Each answer will default to "No".

3. Click on **"Submit."**
    Note: If you do not complete this questionnaire prior to the appointment, you will have to complete it at the vaccination site.
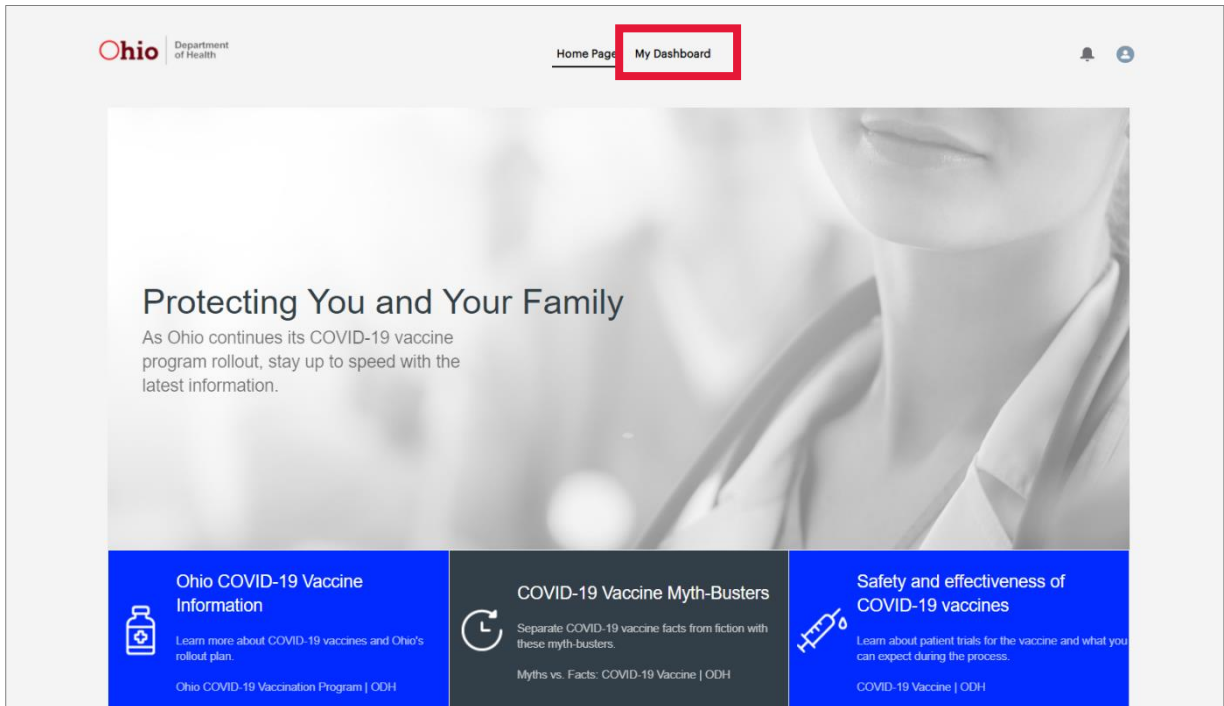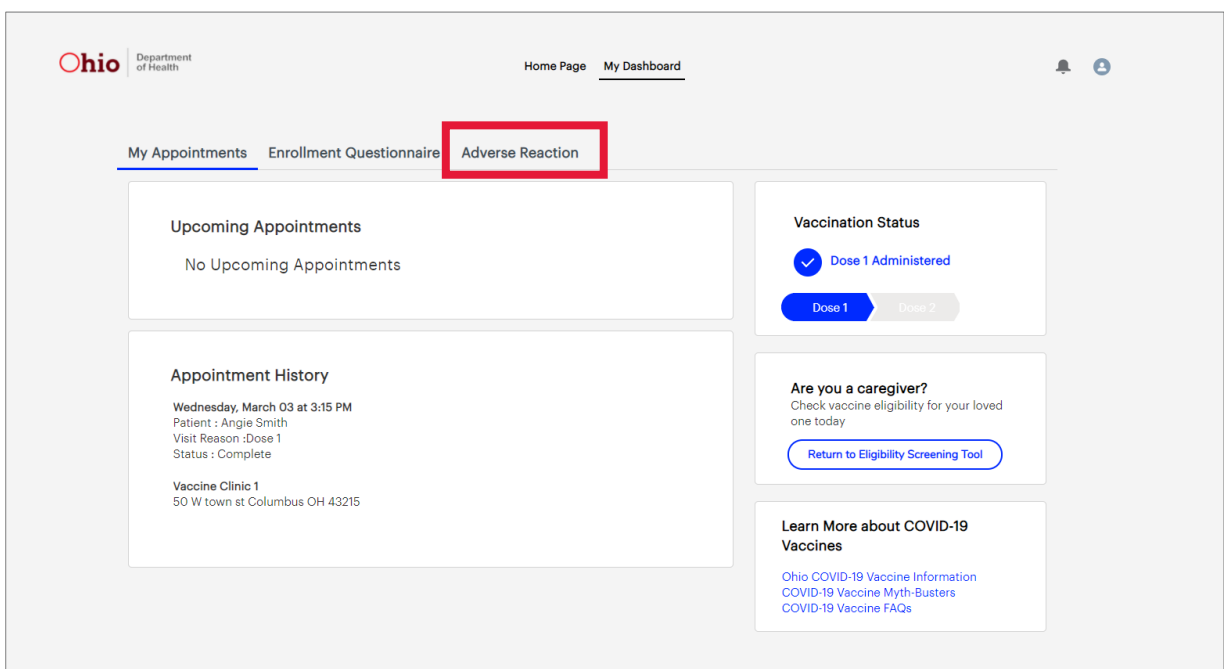
Record Adverse Reactions

Once the vaccine has been administered to you, you will have the ability to go to the Provider Portal to record any adverse reactions.

Note: This tab will only show up on your Patient Portal account after the first dose has been administered, and you are not required to fill it out unless you are recording adverse reactions.

1. Log in to your patient portal using your username and password.
2. The patient homepage displays. Click on **"My Dashboard"** tab.

3. Your Dashboard displays. Click on **"Adverse Reaction"** tab.

4. Complete the adverse reactions information:
    a. Select the dose for which you are recording an adverse reaction.
    b. Select the date and time you started experiencing the adverse reactions.
    c. Check all adverse reactions or symptoms that apply.
    d. Click on **"Submit"** to upload the information.