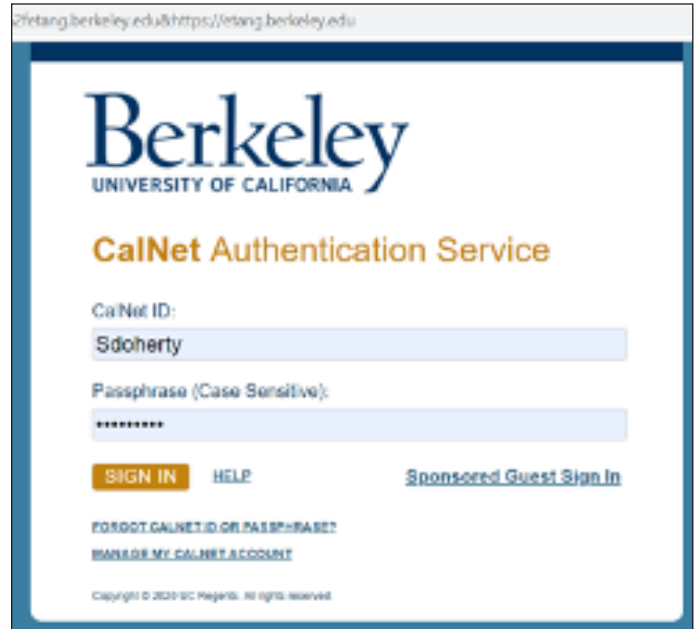


# COVID-19 Vaccine - Instructions for Booking an Appointment through the eTang Portal

## Step 1: Log into the eTang Portal at [etang.berkeley.edu](https://etang.berkeley.edu)

This will bring up the Cal Net Authentication page. Log in with your CalNet ID and perform the Duo verification as you normally would.



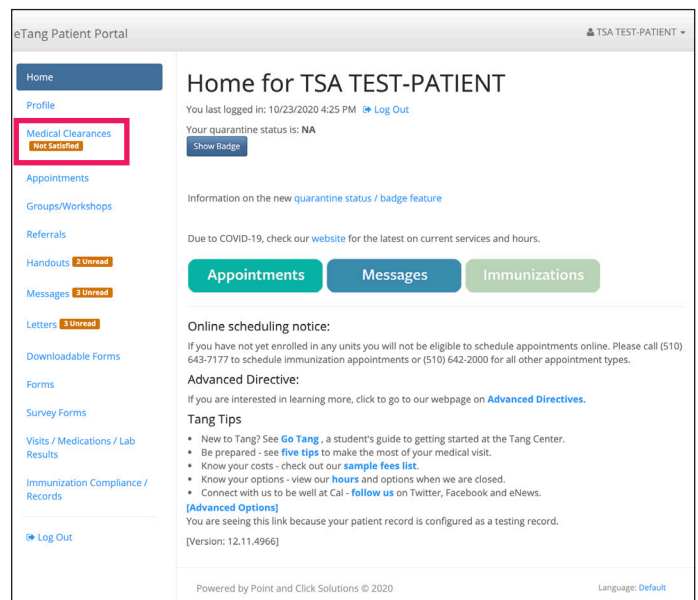
Now, you should be on the eTang homepage.

## Step 2A: First time users on eTang must complete the "Notice of Privacy Practice v2018" before being able to make a testing appointment.

i) Go to the menu and choose "Medical Clearances" on the left (pink solid lined box).

ii) Several forms will appear.

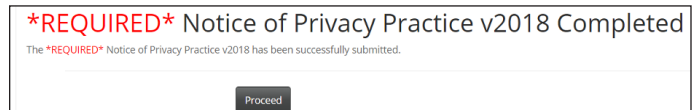
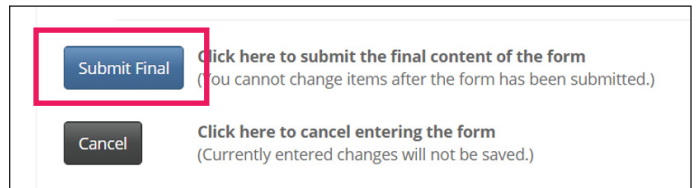
- Go to the section that says "Additional Items NOT required for clearance."
- Look for "Notice of privacy practice v2018" (black dashed box) and hit the green button labeled "update" (pink dotted box)



Clearance	Status
*REQUIRED* Notice of Privacy Practice v2018	Update Not Compliant
*REQUIRED* Statement of Financial	

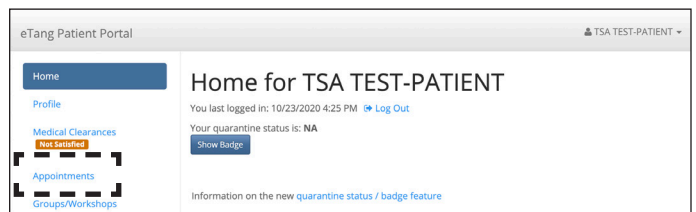
## Step 2B: Complete the notice of privacy practice.

- Read the notice.
- There are 2 acknowledgement/agreement boxes that you must agree to and signify that agreement with a check.
- Once you have read and agreed to the Privacy notice, click the blue “submit final” button (pink solid lined square)
- You will then be redirected to a notification that you have completed the privacy practice, click proceed.



## Step 3: Make vaccine appointment.

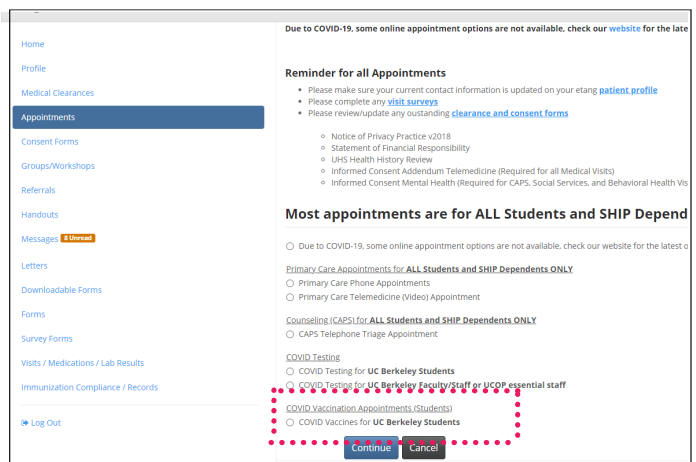
A) Once you have clicked proceed, on the left side of the screen click “appointments” (black dashed box)



B) Click on the blue box labeled “schedule an appointment” (yellow double lined box)



C) Toward the bottom of the screen that just came up, look for COVID Vaccine Appointments for Students.



D) Choose the date/time that best works for you. If you don't see any upcoming appointments, check back as we update our clinics frequently.

E) You will get a vaccine appointment email reminder the day of your appointment.