The University of Texas at Austin
UT Health Austin

How to Self-Schedule Your Next Appointment

Step 1

To self-schedule your next appointment, use the self-schedule booking link on the UT Health Austin website. Once you click on the self-schedule link, you will be directed to a **Scheduling Calendar.**

OR

You may also self-schedule your next appointment using your MYUTHA Patient Portal account by logging into your patient portal account and clicking on the **Schedule Now** button on the portal homepage, which will direct you to the same **Scheduling Calendar**.

Please Note: At this time, only select clinics are offering self-scheduling to new and/or established patients. To determine whether you are eligible to self-schedule your next appointment, please reference the Appointment Section of the clinic page on the UT Health Austin website or call UT Health Austin's Access Center at 1-833-UT-CARES (1-833-882-2737).

Step 2

You will be required to enter three criteria for booking your appointment:

- **Patient type**
  - If you are a new patient, *meaning you are scheduling an appointment with a clinic in which you* **have not** *been previously seen by a provider,* click **New Patient.**
  - If you are an existing patient, *meaning you are scheduling an appointment with a clinic in which you* **have** *previously been seen by a provider*, click **Existing Patient.**

- **Specialty**
  - Select the specialty associated with the clinic you are scheduling an appointment with. If you are unsure of which specialty to choose, please reference the Appointment Section of the clinic page on the UT Health Austin website or call UT Health Austin's Access Center at 1-833-UT-CARES (1-833-882-2737).
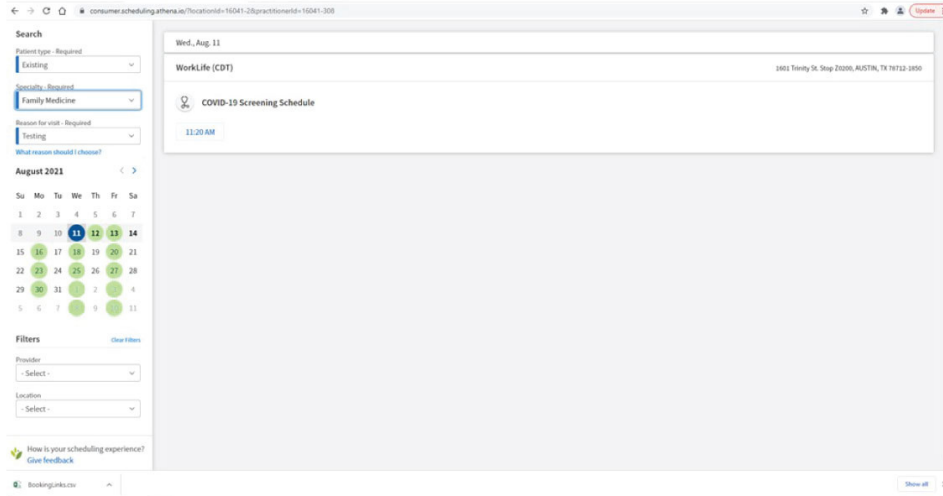
- **Reason for visit**
 - Select the reason for your visit (e.g., follow-up, new patient visit, etc.).
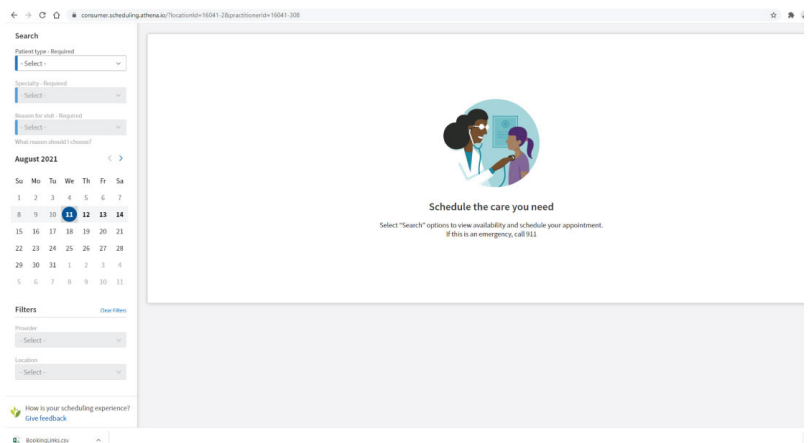
Step 3

After providing the required information, the **Scheduling Calendar** will display available appointment dates and times of that visit type within the clinic you are scheduling with.

Step 4

You can further specify which schedule(s) you would like to view by designating a provider, a location, or both:

- The **Provider** designation displays the calendar availability for clinical providers that permit self-scheduling within the clinic you are scheduling an appointment with. **If your preferred provider is not listed, please call UT Health Austin's Access Center at 1-833-UT-CARES (1-833-882-2737) to schedule an appointment with that provider.**
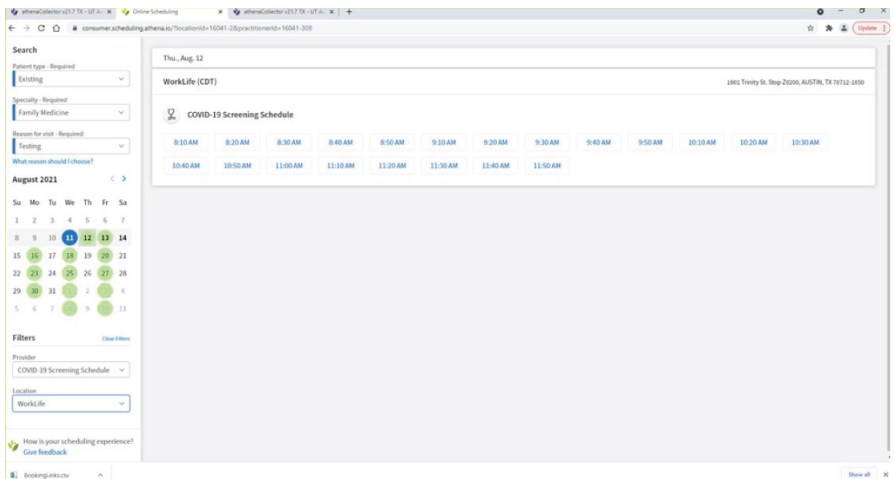
- The **Location** designation displays the calendar availability for clinic at which you are scheduling an appointment.

Step 5

After selecting an appointment date and time, you will be directed to the Schedule Appointment page where you will be required to provide additional information:

- All fields indicated with a blue label are required.
- Once all of the required fields have been completed, the Next button will turn blue and allow you to continue.

Step 6

After clicking the **Next** button, you will be directed to a page that asks you to verify your appointment details. If all of the details of your appointment are correct, you can click the **Schedule Appointment** button.

To schedule an appointment, you will also have to verify CAPTCHA and agree to the terms and services.

Appointment Confirmation

Once your appointment has been scheduled, an Appointment Scheduled page will appear, confirming your appointment details. You will also be provided with a link that will allow you to upload the appointment information to an electronic calendar of your choice.

You will also receive an email, confirming your appointment date and time, which will be sent to the email address you provided during the self-scheduling process. This email will also include a link to the **Patient Registration and Health Questionnaires** that you are required to complete prior to your visit.

How to Reschedule Your Appointment

You will receive an additional email confirmation with a button allowing you to reschedule your appointment and a button allowing you to upload the appointment information to an electronic calendar of your choice. If you need to reschedule your appointment, you can click on the **Reschedule** button in your confirmation email or call UT Health Austin's Access Center at 1-833-UT-CARES (1-833-882-2737).

Please note: If your appointment was scheduled within 72 hours (3 days) of the appointment date and time, your additional email confirmation **will not** include a button allowing you to reschedule your appointment. If you need to reschedule your appointment, please contact UT Health Austin's Access Center at 1-833-UT-CARES (1-833-882-2737).

How to Cancel Your Appointment

You will receive a text message, asking you to confirm or cancel your appointment date and time, which will be sent to the phone number you provided during the self-scheduling process. If you need to cancel your appointment, please follow the instructions outlined in the text message or call UT Health Austin's Access Center at 1-833-UT-CARES (1-833-882-2737).

If you need to cancel or reschedule within 72 hours (3 days) of your appointment date and time, please call UT Health Austin's Access Center at 1-833-UT-CARES (1-833-882-2737).