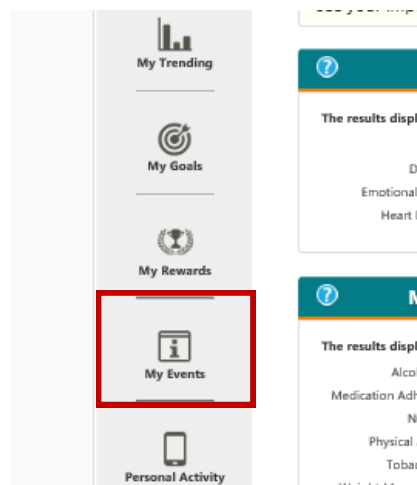


SCHEDULING A SCREENING OR AN EVENT

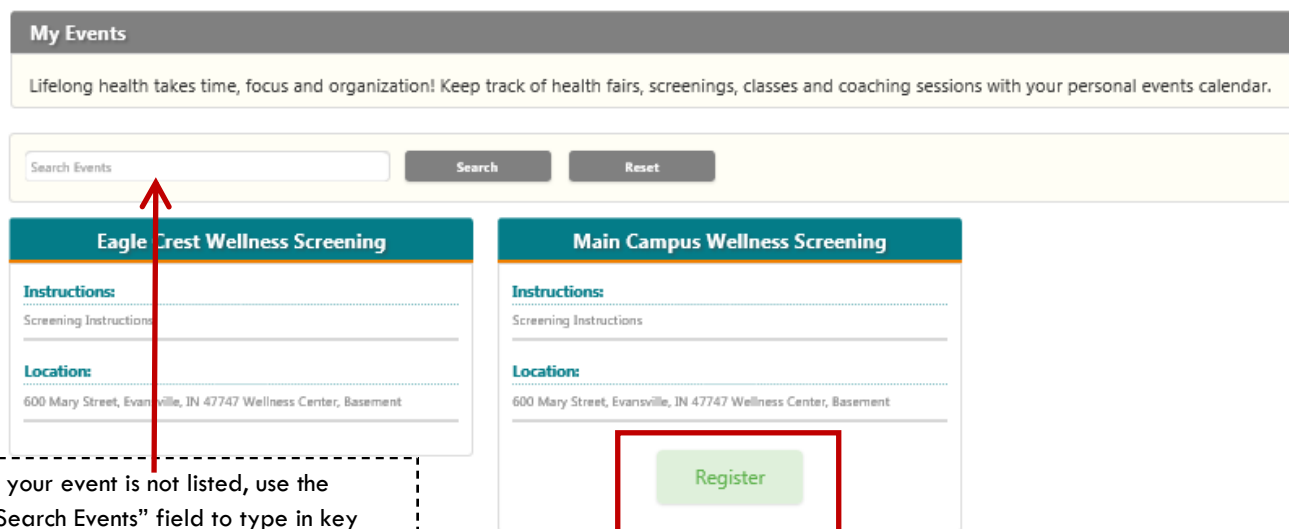
You can sign-up for wellness screening in multiples ways. This tipsheet will show you one of the paths you can take. You can also use this same workflow to sign-up for other events such as Personal Training, Wellness Coaching, etc.

****Before you can sign-up for a screening you must complete the survey and create a username and password.****

- 1 Log into your portal account as a “Returning User”. Need help logging in? See the “Returning to Your Portal” tipsheet for instructions.
- 2 Once you are logged-in, your dashboard will appear. Click “**My Events**” on the left menu.



- 3 You will see a list of all the events available to you. Click “**Register**” on the event to schedule your appointment. Each location listed in a spate event.



- 4 The registration will open, select a date and select a time to the right. Click “**Submit**”
- 5 On your events page, you will see you are registered. You may **Reschedule** or **Cancel** up to 24 hours before your appt. You will also receive an email confirmation with an outlook appointment. To make any changes to your appt, you will need to log into your portal and navigate to your events page.