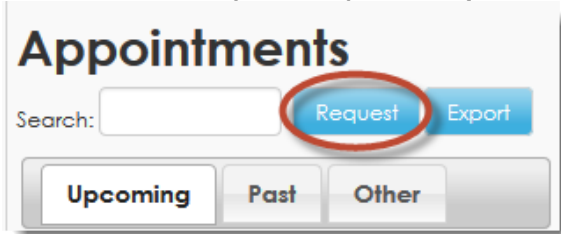


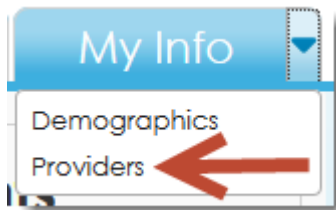
# How do I schedule an appointment?

An appointment can be requested from 3 different places:

1. On the home screen, under the Appointments section on the top right, click the button that says "Request". (circled in red in the image below)



2. Click the drop-down button next to "My Info" and click "Providers".



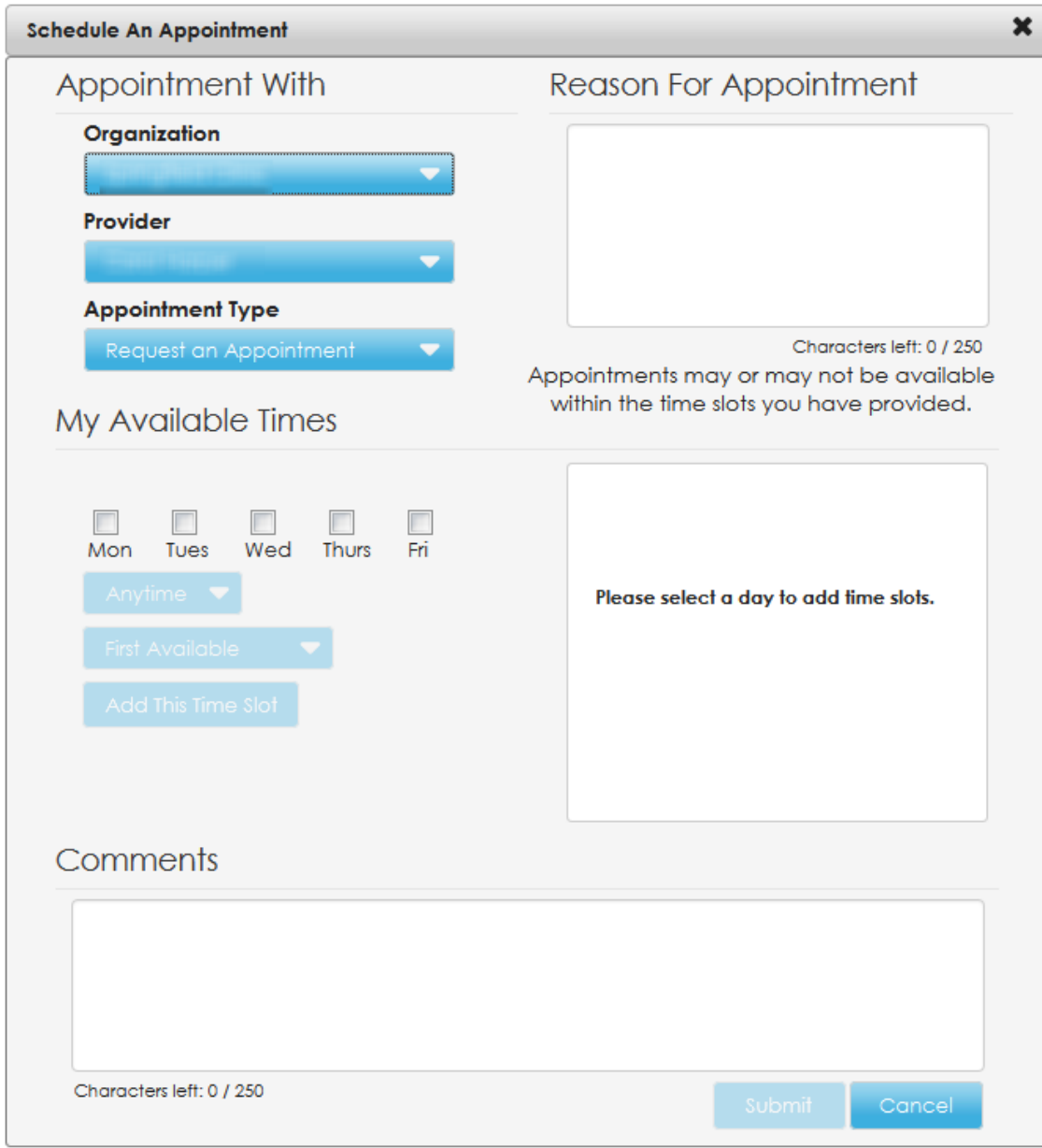
In the box with the provider's name that you want to schedule the appointment with, click the button that says "What do you want to do?", then select "Schedule an Appointment".



3. Click on "Request Appt" on the very top of the screen, to the left of your name. This will be available no matter where you are in the site.



Selecting any one of these three will bring up a box to fill out information about the appointment reason, and request the date and time. Click "Submit" once you have filled in all the information. If you are not able to click the submit button (if it is lighter in color like the image below), please make sure all the necessary information is filled out. Everything except the comments section must be filled out to put in an appointment request.



**Schedule An Appointment** ✕

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**Appointment With**

**Organization**  
[Dropdown menu]

**Provider**  
[Dropdown menu]

**Appointment Type**  
Request an Appointment [Dropdown menu]

**Reason For Appointment**

[Text area]

Characters left: 0 / 250

Appointments may or may not be available within the time slots you have provided.

**My Available Times**

Mon  Tues  Wed  Thurs  Fri

[Anytime] [Dropdown menu]

[First Available] [Dropdown menu]

[Add This Time Slot]

[Text area]

Please select a day to add time slots.

**Comments**

[Text area]

Characters left: 0 / 250

[Submit] [Cancel]

If you are unable to schedule an appointment as desired, please call the office.