

## Instructions for registering for a Health Screening

*Please read carefully.*

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### 1) Here is what you will see:

If this is your first visit, [click here](#) to register for an account.  
If you have used the system before, log-in below to continue.

Email address:

Password:

Choose a schedule:

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### 2) You will need to click on the “click here” to register for an account.

You will then see this:

Email Address: \*

First Name: \*

Last Name: \*

Telephone Number: \*

Standing: \*

Graduation Year:

First or Home Language:

Major: \*

Joint Degree School:

Student ID: \*

Password: \*

Re-Enter Password: \*

*Fields marked with a \* are required.*

Top of Form  
Bottom of Form

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### 3) Enter your Regent email address, First Name, Last Name, and Extension #. Under “Standing” box, select “Faculty/Staff.”

Under “Major” box, select “Faculty/staff/no degree.”

Under “Student ID” box, enter your extension #. Create a password.

Click on "Register" button to create account.

After registering, log in to the "Health Screening" calendar:

If this is your first visit, [click here](#) to register for an account.  
If you have used the system before, log-in below to continue.

Email address:

Password:

Choose a schedule:

4) This is what you will see when you sign in to the "Health Screening" calendar:



[« Prev Week](#)      [Jump to Current Week](#)      [Next Week »](#)      [View Monthly Calendar](#)

Wednesday, 02/11/2009	9:00am	10:00am	11:00am	12:00pm

[« Prev Week](#)      [Jump to Current Week](#)      [Next Week »](#)      [View Monthly Calendar](#)

5) If you see something different, you may be in the wrong calendar. Make sure it is the "Health Screening" calendar.

You will need to click on "Next Week" to scroll ahead to the correct date of September 10, 2009.

Once you are viewing September 10, 2009 on the "Health Screening" calendar, you will see something like this:

Wednesday, 02/25/2009	9:00am	10:00am	11:00am	12:00pm
<a href="#">Health Screening 1</a>				
<a href="#">Health Screening 2</a>				
<a href="#">Health Screening 3</a>				

<a href="#">Health Screening 4</a>																
<a href="#">Health Screening 5</a>																
<a href="#">Health Screening 6</a>																

6) Click on the box that corresponds to the 30 minute slot you want to reserve.

A window will open up to record information. Since the calendar is mainly used for the Writing Center, it will ask questions that don't pertain to the Health Screening.

Just fill in the following boxes:

<b>Questions marked * are required.</b>	
<b>Course: *</b>	
<b>Instructor: *</b>	
<b>Due Date: *</b>	
<b>What would you like to work on? *</b>	<ul style="list-style-type: none"> <li>Thesis</li> <li>Organization</li> <li>Outline</li> <li>Grammar</li> <li>Appropriateness</li> <li>Style</li> <li>MS Office</li> <li>ESL</li> <li>AW</li> </ul>
<i>Please check between one and three.</i>	
<b>Appointment Type: *</b>	
<b>Other comments or questions?</b>	

7) Click on "Save Reservation" to save the slot in the calendar.

You are done! Write down your appointment time and don't forget to fast before your appointment for the most accurate results.