

Flu Vaccine Clinic Registration Instructions

Note: You will need your HR Self-Service Login ID and Password in order to register or cancel an appointment.

To Register for a Flu Vaccine Clinic Appointment:

1. Start by logging in with your HR Self-Service Login ID and password.
2. Confirm the email address you wish appointment confirmations to be sent to.
3. You can search the clinic department and/or city that you would like to schedule your vaccine appointment at. Type in part or all of your search term in the search boxes and click Search.
 - To view all locations again after a search, click the View All button. By default, the locations are broken up into groups of two and the directional arrows at the bottom of the screen will scroll to additional clinics if available.
 - To see all of the locations at once, click the Show All link at the bottom of the screen.
 - To go back to the group viewing, click on the Show Paging link. If there are no available clinics for a location, then the location will not appear in the menu.
 - If you do not know which clinic you would like to schedule your appointment at, click the View All button.
4. Locate the clinic you would like to visit.
 - Clinics are sorted by Department, then by City.
 - Columns can be sorted by clicking the title of the corresponding column you would like to sort. Clinics with a "Y" in the All Employees column are open to all employees; locations with an "N" in the All Employees column have restrictions on which employees may participate at the site.
5. Once you have located the clinic you would like to visit click Select next to the clinic name.
 - The available clinics and dates will display on a new page.
 - If only one clinic is available, you will be taken directly to the appointments page **(Step 6)**.
 - Click on the Select button next to the date for which you would like to register.
6. You will be presented with the available appointment times for the selected clinic. Select the timeslot for which you would like to make an appointment.
7. Once you have selected an appointment time, a screen with your completed registration will display, and an email confirmation will be sent to the email address confirmed upon logging into the system.
 - If you wish to receive the email at an address different than the one indicated, enter the new address in the "Send email to address different from above email address" field and click the Send button.
 - Clicking on the View Address and Map link will open a new window with the location's address and a Get Map link.
 - Clicking on the Get Map link will direct you to a map of the location, with the option of entering your starting location to get directions.
 - If you decide you do not want the current appointment after all, you can cancel immediately by clicking on the Cancel Existing Appointment button at the top of the page.

8. Once you have completed registration, click the Logout button and close the browser window.
9. If you had already used the online system to schedule your appointment this year, once you have successfully logged in, a screen will display “You already have an appointment scheduled.” In order to see the appointment details, return to the welcome screen and select “Cancel Existing Appointment”. Clicking the “Cancel Existing Appointment” button will not automatically cancel your existing appointment. You may note your current appointment details, print the screen and simply logout if you wish to retain the appointment. If you wish to cancel the appointment, click “Cancel Existing Appointment” again on this screen.

To Cancel an Existing Flu Vaccine Clinic Appointment:

1. Start by logging in with your HR Self-Service Login ID and password.
2. Click on the “Cancel Existing Appointment” button at the top of the Welcome Page.
3. Your current appointment information will display.
 - Click the “Cancel Existing Appointment” button at the top of the page.
 - The system will prompt you to confirm the cancellation, click OK to proceed with the cancellation or Cancel to keep the appointment.
 - Once you click OK, a screen confirming the cancellation will display, and an email confirming the cancellation will be sent to you.
4. You may immediately reschedule your appointment by returning to the Welcome Page or return to the Registration Site at another time to initiate a new clinic search.
 - Click the Return to Welcome Page link and initiate the search for a new clinic (**Step 3**).
5. When you are finished, click the Logout button and close the browser window.