Directions for Participants

Follow the directions provided by your company to get to the Online Scheduler, then follow the steps below.

Step 1: Sign In

- **Enter your email** and click **Next**.
- **Returning users:** If your email is recognized, enter your password.
- **New users:** If your email isn't registered, follow the prompts to **Sign Up**.

Step 2: Select a Resource

Choose the resource(s) you'd like to book with, then click **Filter Slots**.

Step 3: Book an Appointment

The scheduling grid displays available times as squares with a **plus sign (+)**.

1. Click your preferred time square.
2. Click **Create Appointment**.
3. A confirmation message will briefly appear at the top of the screen.

Managing Your Schedule

View or Print Your Schedule

Click **Printable Schedule** in the left-hand sidebar to see your full itinerary.

Changes & Cancellations

On a computer:

1. Click **My Appointments** in the left-hand sidebar.
2. Locate the appointment you'd like to change.
3. Hover over the appointment to reveal **Details**, **Edit**, and **Cancel** options.

On a mobile phone:

1. Tap the **menu icon** (☰) in the top-left corner.
2. Select **My Appointments**.
3. Tap the **three dots (⋮)** next to an appointment to modify or cancel it.

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