

Directions for Participants

Follow the directions provided by your company to get to the Online Scheduler. Once on the site, follow the steps below:

1. Sign In

- **Enter Email:** Type your email address and click Next.
- **Returning Users:** If your email is recognized, enter your password.
- **New Users:** If your email is not registered, follow the prompts to Sign Up.

2. Select Resource

- **To proceed:** Click Filter Slots once you have finalized your list.

3. Booking Appointments

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

1. Click on your preferred Time Square.
2. Click **Create Appointment**.
3. A confirmation message will briefly appear at the top of the screen to confirm your booking.

Managing Your Schedule

View or Print

To see your full itinerary, click the Printable Schedule on the left-hand sidebar.

Changes & Cancellations

If you are using a Computer (Desktop):

1. Click **My Appointments** on the left-hand sidebar.
2. Locate the appointment you wish to change.
3. Hover your mouse over the appointment to reveal the **Details**, **Edit**, and **Cancel** options on the right.

If you are using a Mobile Phone:

1. Tap the **Menu Icon (three bars)** in the top-left corner.
 2. Select **My Appointments** from the menu.
 3. Tap the **three dots (:)** next to any appointment to modify or cancel your booking.
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