

Becoming web-enabled

Many IUPUI employees have inquired about the availability of on-line scheduling to schedule biometric screening appointments.

On-line screening is possible if you become web-enabled.

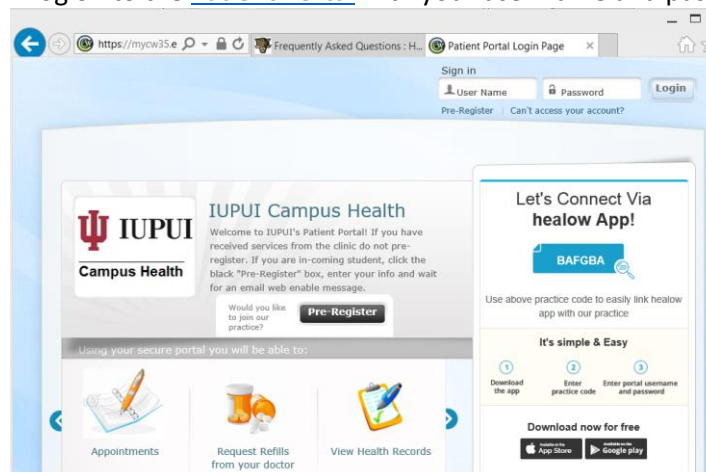
To become web-enabled, please send your request to healthsv@iupui.edu

After receipt of the email, the clinic staff will grant you access.

- You will receive an email from the Patient Portal with a temporary password.
- You must log-in to the Patient Portal within 48 hours of receiving the email and accept the terms.
- Afterward you will be able to log in to the portal and schedule your appointment on-line.

To schedule an appointment

1. Log on to the [Patient Portal](#) with your user name and password.



2. Select New Appointment from the next screen.
3. Complete the screen (with the exception of the date) as shown below:

Ψ IUPUI
 Powered by eClinicalWorks

EXPAND ALL
 Dashboard
 Medical records
 My Account
 Messages
 Appointments
 Upcoming Appointments
 New Appointment
 Historical Appoint...
 Questionnaires

Schedule Appointment

Appointment Search Criteria

*Facility
 IUPUI Campus Health

*Provider:
 Biometric Screening, (employees only)

*Visit Type:
 Biometric Screen

Reason:

Date From: 02/23/2016 Preferred Time: Anytime

Message

Search

Confirm And Book Appointment
 Summary

4 Click within the Date window and a calendar will pop up. Select your date.

Date From: 02/23/2016 Preferred Time: Anytime

Feb 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Search

5. Leave the preferred time as 'Anytime' as only morning appointments are available.
6. Click on the Yellow Search button.
7. Select an appointment from the next screen by clicking on the yellow Schedule Button
8. Confirm by answering Yes or change it by clicking on No.
9. Sign out. A confirmation email will be sent to your email.
10. A reminder email will be sent 24 hours prior to your appointment.