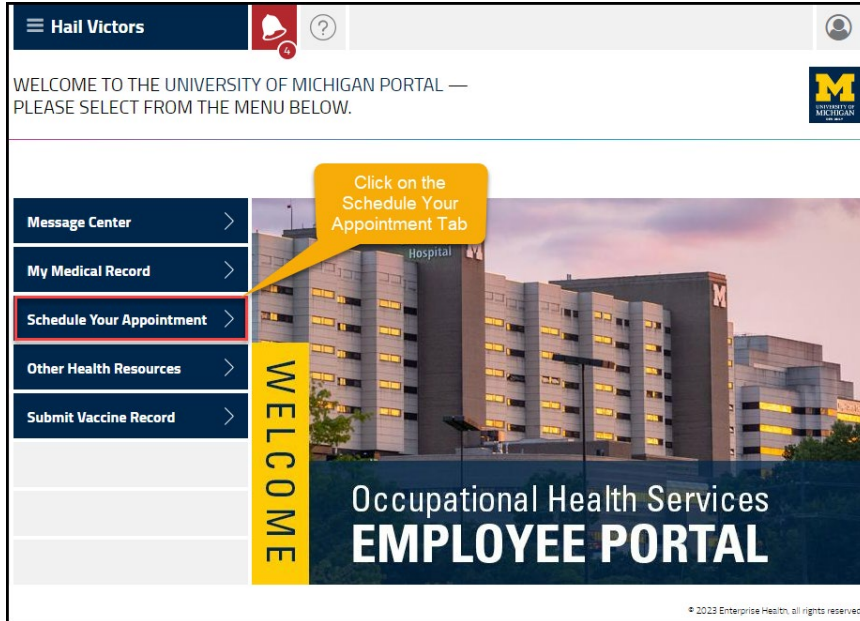
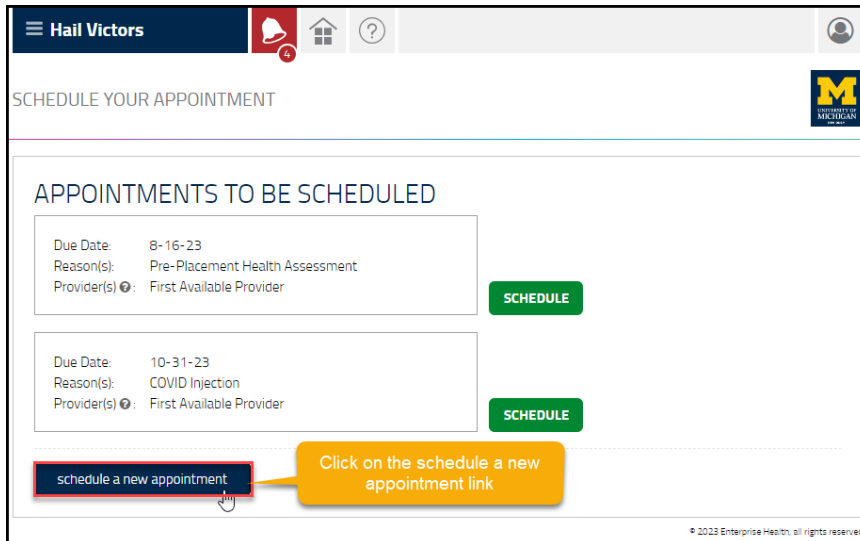


This step by step guide will show users how to schedule an appointment for an injection or vaccine using [Enterprise Health's employee portal](#).

1. After logging into the portal, **click** on the *Schedule Your Appointment Tab*.



2. **Click** on *schedule a new appointment link*, it will open the scheduling window.



3. Click on the drop down caret and select your appointment type.

MY APPOINTMENTS: SCHEDULE AN APPOINTMENT

Please do not use this to schedule a work injury appointment

Please note the instructions to not use this to schedule a work injury appointment

1 Choose the reason for your visit

COVID Injection  
Flu Vaccine  
Immunization/Injections

Click on the drop down caret and select your appointment type

CANCEL SUBMIT

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(Note: Please do not use this to schedule a work injury appointment).

4. If the first available time suits you then click the submit button.

MY APPOINTMENTS: SCHEDULE AN APPOINTMENT

Please do not use this to schedule a work injury appointment

1 Choose the reason for your visit Immunization/Injections

2 Location 2705 South Industrial

3 Provider(s) First Available Provider

4 Appointment Date and Time Tue 08-15-2023 07:00am (ET)

5 Comments

If the first available time suits you then click on the Submit button

Not seeing a time that works for you?  
Open the calendar via the icon to the right and search for more options.

CANCEL SUBMIT

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5. To select a new time, **click** on the drop down caret and select a new time.

The screenshot shows the 'Hail Vectors' portal with the 'MY APPOINTMENTS: SCHEDULE AN APPOINTMENT' section. A red banner at the top reads 'Please do not use this to schedule a work injury appointment'. The form has five steps: 1. Choose the reason for your visit (Immunization/Injections), 2. Location (2705 South Industrial), 3. Provider(s) (First Available Provider), 4. Appointment Date and Time (Tue 08-15-2023 07:00am (ET)), and 5. Comments. A red box highlights the dropdown menu for step 4, which is open to show a list of available appointment times from Tuesday, August 15, 2023, to Tuesday, August 22, 2023. A mouse cursor is pointing at 'Wed 08-16-2023 07:45am (ET)'.

6. If a different Date is required, click on the Calendar.

This screenshot shows the same appointment scheduling interface. A yellow tooltip with the text 'Click on the calendar to select a different Date' points to a calendar icon in the dropdown menu for step 4. A blue notification box below the dropdown reads: 'Not seeing a time that works for you? Open the calendar via the icon to the right and search for more options.' The 'CANCEL' and 'SUBMIT' buttons are visible at the bottom of the form.

7. Select the date and time, then **click** on the submit button.

MY APPOINTMENTS: SCHEDULE AN APPOINTMENT

Please do not use this to schedule a work injury appointment

- 1 Choose the reason for your visit: Immunization/Injections
- 2 Location: 2705 South Industrial
- 3 Provider(s): First Available Provider
- 4 Appointment Date and Time: Thu 08-17-2023 07:15am (ET)
- 5 Comments

Not seeing a time that works for you? Open the calendar via the icon to the right and search for more options.

Aug 2023

S	M	T	W	T	F	S
		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	30	31		

CANCEL SUBMIT

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8. Once the *date and time* are selected and submitted, the new *scheduled appointment* will display in the Scheduled Appointments area.

SCHEDULE YOUR APPOINTMENT

### APPOINTMENTS TO BE SCHEDULED

Due Date: 8-16-23  
Reason(s): Pre-Placement Health Assessment  
Provider(s): First Available Provider **SCHEDULE**

Due Date: 10-31-23  
Reason(s): COVID Injection  
Provider(s): First Available Provider **SCHEDULE**

### SCHEDULED APPOINTMENTS

When: Thursday, 8-17-23 @ 7:15 AM (US/Eastern)  
Location: 2705 South Industrial  
2705 South Industrial Hwy  
Ann Arbor, MI 48109  
Reason(s): Immunization/Injections  
Provider(s): Nurse **CANCEL**

schedule a new appointment

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