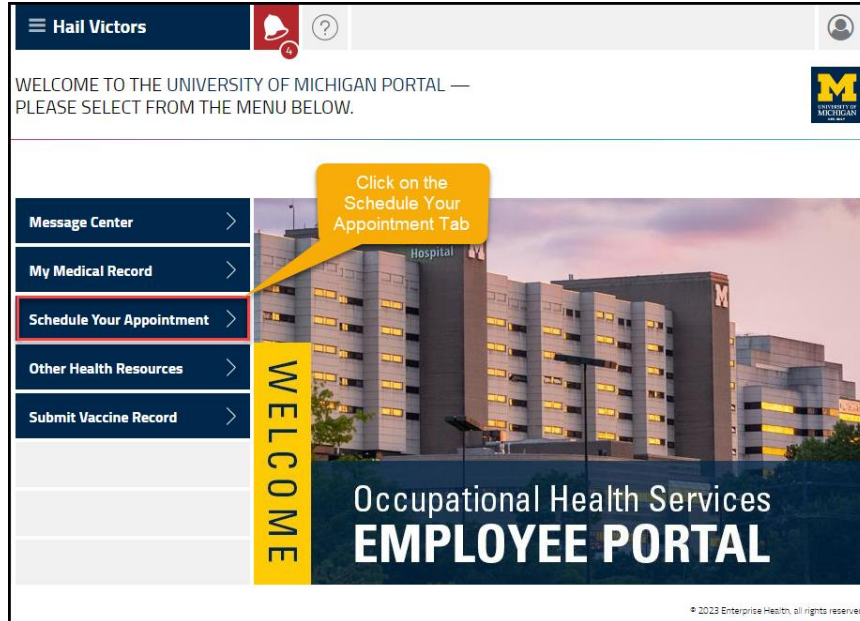
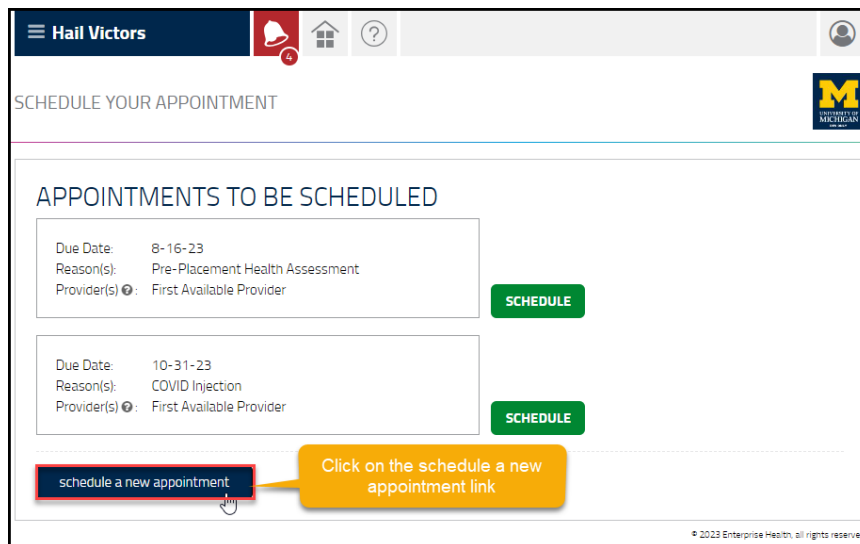


This step by step guide will show users how to schedule an appointment for an injection or vaccine using [Enterprise Health's employee portal](#).

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

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.

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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 'SCHEDULE AN APPOINTMENT' form. The 'Appointment Date and Time' field is selected, and a dropdown menu is open, displaying a list of available appointment slots. A red box highlights the dropdown menu, and a mouse cursor is pointing to the option 'Wed 08-16-2023 07:45am (ET)'. The form includes fields for 'Choose the reason for your visit' (Immunization/Injections), 'Location' (2705 South Industrial), 'Provider(s)' (First Available Provider), and 'Comments'. A red banner at the top reads 'Please do not use this to schedule a work injury appointment'.

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

The screenshot shows the 'SCHEDULE AN APPOINTMENT' form. The 'Appointment Date and Time' field is selected, and a calendar icon is highlighted with a red box. A yellow tooltip points to the calendar icon, stating 'Click on the calendar to select a different Date'. A blue message box below the field reads 'Not seeing a time that works for you? Open the calendar via the icon to the right and search for more options.' The form includes fields for 'Choose the reason for your visit' (Immunization/Injections), 'Location' (2705 South Industrial), 'Provider(s)' (First Available Provider), and 'Comments'. A red banner at the top reads 'Please do not use this to schedule a work injury appointment'. At the bottom, there are 'CANCEL' and 'SUBMIT' buttons.

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

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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