

Appointment Registration Instructions

Willamette University Flu Shot Clinic

Summary

1. Type <http://wise.willamette.edu/portal/> in the browser address bar
2. Click on the Login button in the WISE banner;
3. Enter your normal Willamette user name and password in the login box:
4. In the workspace tools list on the left side of the screen, click on the “Membership” link:
5. This will take you to the “My Current Sites” page. Under the “Membership” title bar, click on the “Joinable Sites” link. The site “Flu Shot Clinic” should be the first item in the list. If you can’t find the site, type the name into the search box at the top of the screen and click the “Search” button. Click on the red “Join” link under the site title.
6. The “Flu Shot Clinic” site will appear in the tab bar underneath the WISE header. Click on the tab to go to the site.
7. Check the date and time columns and click on the clinic you wish to register for:
8. Click the “Sign Up” button for the time slot you want to register for:
9. A confirmation window will pop up identifying the time slot.
10. The “Your Status” column will now indicate “Signed Up” in blue, the Available Slots will decrease by 1 and the “Sign Up” button will change to “Cancel Sign-up.” If needed, click on this button to cancel your appointment.

Detailed Screenshots

1. Type <http://wise.willamette.edu/portal/> in your browser address bar
2. Click on the Login button in the WISE banner;

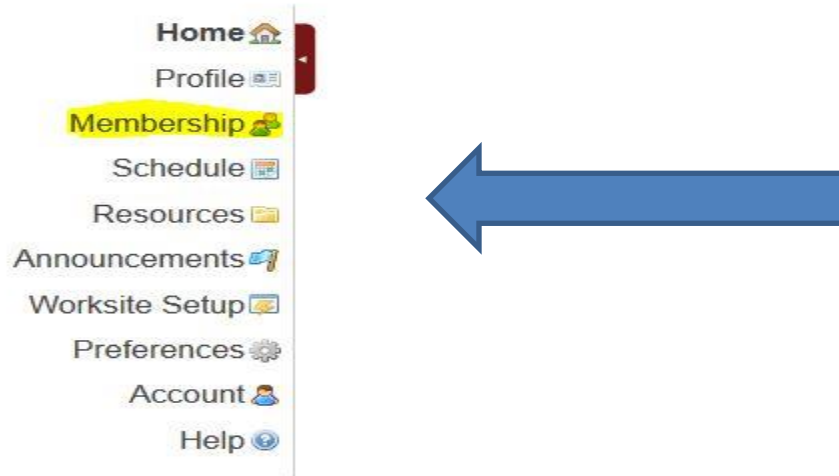


3. Enter your normal Willamette user name and password in the login box:



The image shows a 'Login Required' dialog box. On the left is the Willamette University logo, which consists of a compass rose with a 'W' inside, followed by the text 'WILLAMETTE UNIVERSITY | WISE'. To the right of the logo are two input fields: 'user id' containing the text 'dkchapin' and 'password' containing a series of dots. Below these fields are two buttons: 'Login' and 'Cancel'.

4. In the workspace tools list on the left side of the screen, click on the "Membership" link:



5. This will take you to the "My Current Sites" page. Under the "Membership" title bar, click on the "Joinable Sites" link. The site "Flu Shot Clinic" should be the first item in the list. If you can't find the site, type the name into the search box at the top of the screen and click the "Search" button. Click on the red "Join" link under the site title.

My Workspace: Membership

My Current Sites **Joinable Sites**

Joinable Sites

The list below includes sites that can be joined.

My Workspace: Membership

My Current Sites **Joinable Sites**

Joinable Sites

Search

Clear

Viewing 1 - 20 of 110 sites

The list below includes sites that can be joined.

< < show 20 items... > >

- The “Flu Shot Clinic” site will appear in the tab bar underneath the WISE header. Click on the tab to go to the site.



- Check the date and time columns and click on the clinic you wish to register for. Click the “Sign Up” button for the time slot you want to register for:

Home 
Sign-up 
Site Info 
Help 

Flu Shot Clinic: Site Information Display

Campus Flu Clinics

All employees and retirees are encouraged to get a flu shot this season—the single best way to keep from getting and spreading the flu, according to the Centers for Disease Control and Prevention (CDC).


- A confirmation window will pop up identifying the time slot.

Sign-up

Meetings

Meeting Title: Flu Shot Clinic 1
Organizer: Cheryl Damer
Location: Alumni Lounge, UC
Meeting Date: Thursday, October 8, 2008
Time Period: 9:00 AM - 2:00 PM
Sign-up Begins: Friday, September 19, 2008 9:00 AM
Sign-up Ends: Wednesday, October 8, 2008 2:00 PM
Description:

Time Slot	Available Slots	Participants	Your Status	Action
9:00 AM - 9:15 AM	15	Private		Sign Up
9:15 AM - 9:30 AM	15	Private		Sign Up
9:30 AM - 9:45 AM	15	Private		Sign Up
9:45 AM - 10:00 AM	15	Private		Sign Up
10:00 AM - 10:15 AM	15	Private		Sign Up
10:15 AM - 10:30 AM	15	Private		Sign Up
10:30 AM - 10:45 AM	15	Private		Sign Up



9. The “Your Status” column will now indicate “Signed Up” in blue, the Available Slots will decrease by 1 and the “Sign Up” button will change to “Cancel Sign-up.” If needed, click on this button to cancel your appointment.