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

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

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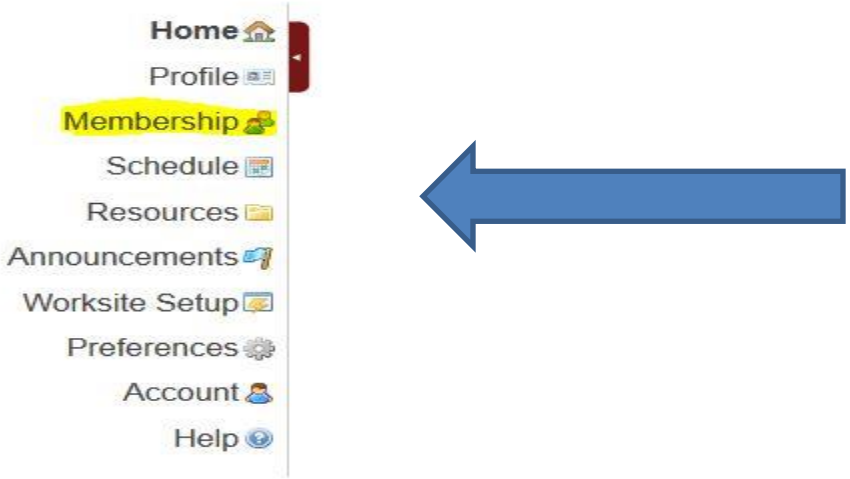

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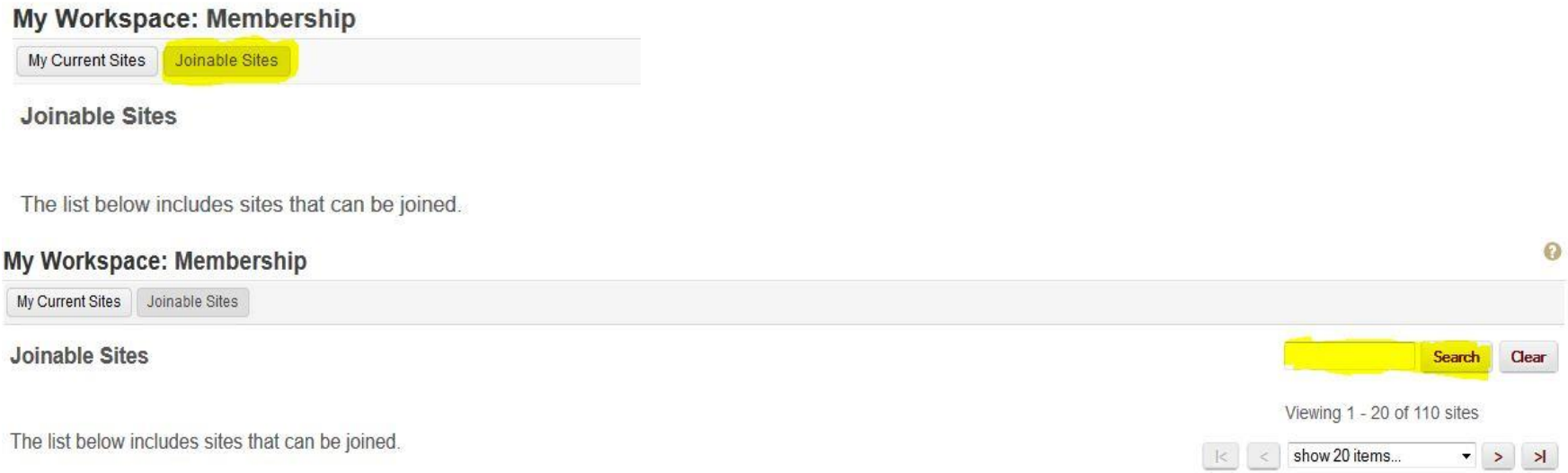

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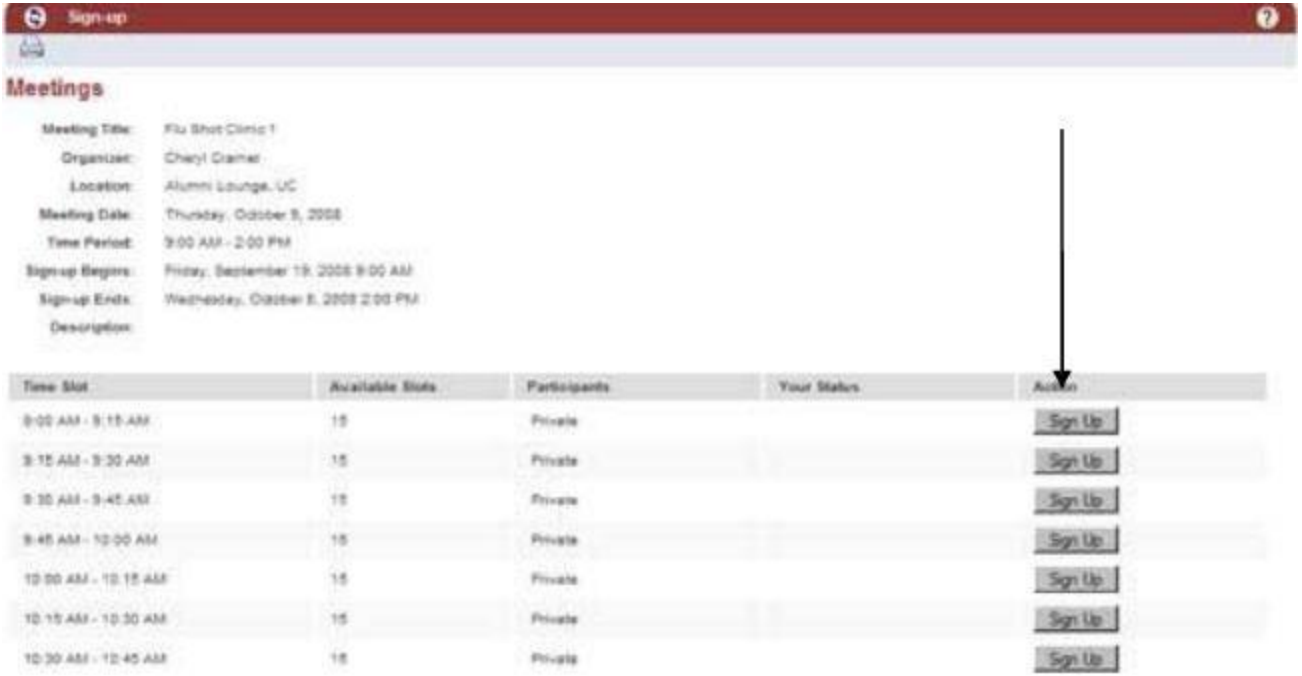

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