Appointment Registration Instructions

Benefits One-on-One Appointments

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. 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 “HR Open Enrollment” site will appear in the tab bar underneath the WISE header. Click on the tab to go to the site.
7. Click the “Sign Up” button on the left
8. Choose the date you want to have your meeting
9. Click the “Sign Up” button for the time slot you want to register for
10. A confirmation window will pop up identifying the time slot
11. 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 the browser address bar
2. Click 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. 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 “HR Open Enrollment” site will appear in the tab bar underneath the WISE header. Click on the tab to go to the site.

7. Click the Sign Up button on the left
8. Choose the date you want to have your meeting

<table>
<thead>
<tr>
<th>Meeting Title</th>
<th>Organizer</th>
<th>Location</th>
<th>Category</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits One-on-One Meetings</td>
<td>Kelly Rose Oster</td>
<td>HR Training Room</td>
<td></td>
<td>Mon, 2/8/16</td>
<td>1:00 PM - 5:00 PM</td>
</tr>
<tr>
<td>Benefits One-on-One Meetings</td>
<td>Kelly Rose Oster</td>
<td>HR Training Room</td>
<td></td>
<td>Mon, 2/15/16</td>
<td>9:00 AM - 12:00 PM</td>
</tr>
<tr>
<td>Benefits One-on-One Meetings</td>
<td>Kelly Rose Oster</td>
<td>HR Training Room</td>
<td></td>
<td>Tue, 2/16/16</td>
<td>1:00 PM - 5:00 PM</td>
</tr>
<tr>
<td>Benefits One-on-One Meetings</td>
<td>Kelly Rose Oster</td>
<td>HR Training Room</td>
<td></td>
<td>Wed, 2/24/16</td>
<td>1:00 PM - 5:00 PM</td>
</tr>
</tbody>
</table>

9. Click the “Sign Up” button to choose the time you want to register for.
10. A confirmation window will pop up identifying the time slot
11. 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.