How to Schedule an Appointment

Overview: This job aid guides Emory University employees through the step-by-step directions for scheduling an appointment using the HOME portal.

1. You can use HOME to make appointments with Emory Healthcare’s Employee Health Services (if you are required to have certain health tests) or with Emory’s Express Care Clinic (the free clinic for Emory employees). To access HOME, log in to Self-Service (http://leo.cc.emory.edu) with your Emory Network ID and password. Then, click on the Workplace Health tile.

2. You will be prompted to log in again with your Net ID and password.
If you are a manager, you will be given a choice between portal access or supervisor access. Click **Portal** and your dashboard will appear. Next, click on **self scheduling/appointments**.

Click **schedule new appointment**. If you have an existing appointment you may also cancel it on this page.
Choose the **reason for your visit** and the **location**; then select an **appointment date and time**. When finished, click **Submit**.

After you click submit, you will be taken to the **confirmation page**. An email notification will also be sent to your work email address.

Your appointment will also be stored in the HOME portal.

To access your appointment, go to the homepage.

Then click **self-scheduling/appointments** to view, schedule or cancel your appointments.
If you are making an appointment at the Express Care Clinic, you will also need to complete a questionnaire. Return home and click on vaccine consents/questionnaires.

Under the tile Questionnaires, Click on Express Care.
Answer all of the questions, then click **submit**.

When finished, **sign out** of the portal.