



## Corporate Health Center

### Appointment Plus Instructions for Sandusky City Schools—NEW USERS

Go to Appointment Plus website: <https://booknow.appointment-plus.com/43rg76rk/10>

Doing so will bring you to the home screen:



Create an account using your information, similar to this –

**Create an Account**  
\* Indicates required field

\* Legal First Name

\* Last Name

\* Daytime Phone

\* E-mail

\* Department Name

\* Birth Date

\* Employee Number

\* Login (E-mail)

\* Password

\* Retype Password

**Create Account**

\*Make sure to make your Department Name "SCS"

\*Use the month, day and year of your date of birth for your employee number (Ex. 08141988)

\*Register with an email you check regularly. Appointment reminders and results will be sent to this email.

After creating account, it will bring you to this screen:



Thank you.

[Click here](#) to proceed.

After clicking to proceed, you will see below –

To find an available appointment, you need to go under “Appointment Locator.”

In the Dropdown box under “Select Project” select “No Preference.” The site will refresh and another dropdown “Select Service” will come up. Under this dropdown, you will select “SCS Screens.” Doing so will generate a calendar to show up. Change the month to July or August. You will now see this on your screen depending on what month you select:

### Appointment Locator

Select Project

Select Service

Date

July 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### Appointment Locator

Select Project

Select Service

Date

August 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The dates highlighted in gray are not available or have no openings. The dates in white have available appointments. To schedule, click the day that works best for you, which will then ask you to choose the appointment time by bringing this up:

Select Appointment Time				
Monday, July 29, 2019				
	SCS Screens 1	SCS Screens 2	SCS Screens 3	SCS Screens 4
6:45am				
7:00am				
7:15am				
7:30am				
7:45am				
8:00am				
8:15am				
8:30am				
8:45am				
9:00am				
9:15am				
9:30am				
9:45am				
10:00am				
10:15am				
10:30am				
10:45am				

If there are no times available on the date you selected, go back and choose a different day. To select your desired time, click in the blank area next to the time you would like to be

### Selected Appointment

**Location** Firelands Regional Medical Center  
**Project** SCS Screens 1  
**Service** SCS Screens  
**Date** Monday, July 29, 2019  
**Start Time** 6:45am

Please complete the following information.

#### Special Instructions

**Finalize Appointment**

Click “Finalize Appointment”. The next screen will give you confirmation. You are now scheduled for an appointment.

If you need to reschedule/cancel your appointment, log into your Appointment Plus account. Upon logging in, you will see your appointment listed under Appointment Activity. Click the small blue ‘cancel’ to the right of your appointment then click OK. To schedule a new appointment, follow the instructions from the beginning.

If you have questions or experience any problems, please call (419) 557-5052 and ask for Laura or Sandie.

\*\*\*You will receive a reminder email of your scheduled appointment prior to the date. Please disregard the address listed on the email as the default for the reminder lists the address for Firelands Regional Medical Center Main Campus and this cannot be changed. **ALL 2019 Employee Health Screening appointments are held at Firelands Regional Medical Center SOUTH CAMPUS, 1912 Hayes Avenue, Sandusky.\*\*\***