



Corporate Health Center

Appointment Plus Instructions for Sandusky City Schools—RETURN USER

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

Doing so will bring you to the home screen:

The screenshot shows the home screen of the Appointment Plus website. At the top, there is a green header with the Firelands Regional Medical Center logo and the word "Home". Below the header, there are two main sections: "Create an Account" and "Log In (returning users)".

The "Create an Account" section has a button labeled "Create an Account" with a red box around it. A callout box points to this button with the text "Click 'Create An Account' to get started".

The "Log In (returning users)" section has a form with the following fields: "Login (E-mail)" with the value "dickmaa@firelands.com", "Password" (masked with dots), and a "Log In" button with a red box around it. Below the password field is a "Forgot password?" link with a blue arrow pointing to it.

Log in to your account using the Login and password you set up last year.

\*Please note the “Forgot Password” link you are able to click on if you are unable to remember the password you set up previously. Clicking this will bring up a window where you can enter your email address to get an email sent to you in order to reset your password. Follow the prompts on the email. It will then allow you to reset your password and log in.

Once you click Log In (as above), it will bring you to the Home Screen:



Appointment Locator

Appointment Activity

Select Project

Welcome Ashley  
 Welcome to our on-line appointment system

Appointment Activity

Please allow at least 24 hours notice for cancellations

Future Appointments

Show All | Print All

You do not have any future Appointments scheduled

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  
 No preference

Select Service  
 SCS Screens

Date

July 2018						
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  
 No preference

Select Service  
 SCS Screens

Date

August 2018						
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 30, 2018				
	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 scheduled. It will then bring you to this screen to finalize your appointment –

### Selected Appointment

**Location** Firelands Regional Medical Center  
**Project** SCS Screens 1  
**Service** SCS Screens  
**Date** Monday, July 30, 2018  
**Start Time** 7:00am

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 2018 Employee Health Screening appointments are held at Firelands Regional Medical Center SOUTH CAMPUS, 1912 Hayes Avenue, Sandusky.\*\*\***