

## Instructions to Make a MedPortal Appointment

- Go to **medportal.appstate.edu** and login to your student MedPortal account.
- Click on the appointment (**Appts**) tab.
- Review the Wellness and Prevention Services information.
- Under **Visit Reason** choose Wellness and Prevention Services Visit Groups.
- **Submit.**

Search for next available appointments

Clinic:

Wellness & Prevention Services ▼

Reason:

▼

Provider:

▼

Submit

- Please choose a reason for your visit through the dropdown box. NOTE: **Intake** refers to first-time visits. **Follow-up** refers to any additional visits.
- Please choose a provider through the dropdown box.
- **Submit.**
- Click **OK**, after reading the **Special Instructions** box.
- Click on the dates in black to search for an available time - then click on that days available appointment times in green.

◀ Refine

Clinic: Wellness & Prevention Services

Reason: Counseling - Followup Appointment

\* Please fill out all required forms prior to your appointment. \* Please check-in to your appointment and Zoom meeting 5 minutes prior to your appointment. \* If you need assistance securing a confidential meeting space please contact our office at 262-3148.

!020 August

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30	31					
<span>←</span> Today <span>→</span>						

**Available appointments for 08/14/2020**

Kiuhna Haynes

Next available appointment is on 08/17/2020

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- Once the appointment is made, an appointment **confirmation** will appear.
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- Appointment Saved. View your current [appointments](#).
- A **secure message** will be sent to the student regarding appointment time and Zoom link.
- Appointment forms can be accessed anytime through the **Forms** tab on MedPortal.
- All forms must be completed prior to the scheduled appointment time.

#### To Cancel a MedPortal Appointment

- Login to **medportal.appstate.edu**
- Scroll down to **Upcoming Appointments**.
- Click on the **red Cancel** button.
- A **Cancel Appointment Reason** box will appear.
- Click the **Submit** button.