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.

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.
Once the appointment is made, an appointment **confirmation** will appear.

- 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](http://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.