To complete the Animal Handler Medical Surveillance form, you must log into the University Health Service (Student Health) My UK Health Service website. You can access the form by following these steps:

**Please disable all pop-up blockers before attempting to complete the online form.**

1. Access myUK by going to [https://myuk.uky.edu](https://myuk.uky.edu) and logging in using your LinkBlue ID

2. Click on the Employee Self-Service Tab and then the UK Accounts and Services link at the bottom

3. Click on the myUK Health Service link at the bottom of the menu
4. Select “New Appointment” on the left hand side

5. Select a date range (Please select at least a 2 week timeframe to find an available appointment). This is NOT a real appointment, so any date/time will work. This simply allows you to access the Medical Form. Select “Employee Health” clinic, and select “Form for ANIMAL HANDLERS” reason

Hit “Search”

6. Select one date/time from the list
7. Once you select a date/time you should receive an email confirming this “appointment”. This will be confirmation that the form is now available to you. You may complete the Medical Surveillance Form now.

   **Appointment Confirmation**

   Your Name here

   You are scheduled for the following appointment. THIS IS NOT A REAL APPOINTMENT. This will make the Animal Handler Medical Surveillance Form available for online completion. You should only complete this form if you were notified by email, your supervisor, or your PI.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/24/2012</td>
<td>7:30AM</td>
<td>NS</td>
</tr>
</tbody>
</table>

   Automated email sent from Online Student Health

8. Click [here](#) to fill out the necessary forms.

9. Please answer all the questions and click SUBMIT at the bottom.

10. Once you hit the SUBMIT button, you should no longer see any forms which require completion.

11. You may now close the pop-up window and exit out of myUK by clicking **Sign Off** at the top of the web page.