

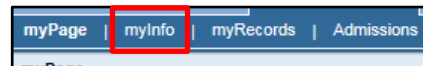
Student Health Education Online Access Instructions (PP)

Students, you may schedule your own Health Education appointments online by following the directions below.

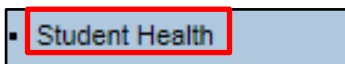
1. Access myUK by going to <https://myuk.uky.edu> and logging in using your LinkBlue ID.



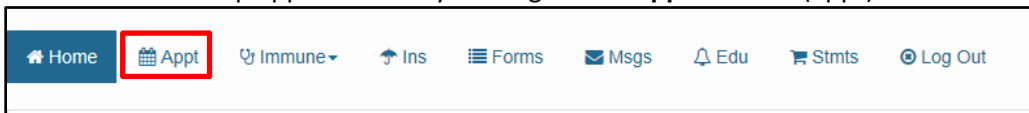
2. Click on the **Student Services** Tab and then the **myInfo** link at the top.



3. Click on the **Student Health** link at the bottom of the menu on the left hand side of the screen.



4. Schedule a follow up appointment by clicking on the **Appointment (appt)** link on the tab bar at the top of the screen.



5. Select a clinic/reason code that matches your reason for your appointment. You can only pick ONE. NOTE: One of the following selections will apply, Student Clinic – Tobacco Cessation counseling or Student Clinic – Dietitian appointment. Hit submit.



6. In the reason drop down box, use the arrow to select the reason again.

7. In the Provider drop down box, use the arrow to select the provider you want to see (or you can view all), then hit submit. (see #6 screenshot)

8. View the special instructions related to your appointment you have selected then hit OK.



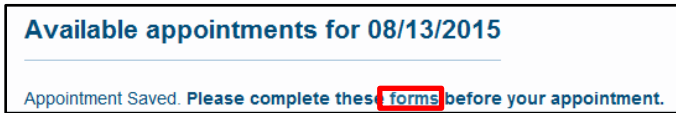
9. The available appointments will show at the bottom of the screen. Hit select when you find one that works for you. You can click on the calendar dates to look at different date options. If nothing meets your needs, call 859 323-2778 to speak with a personal scheduler.

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10. Once you have selected an appointment, return to the home screen and export the appointment to your calendar by clicking on the export button at the bottom of the screen.



11. You may also complete any forms associated with appointment by clicking on the small button at the end of the appointment description which indicates whether or not you have any forms to complete.



12. You will receive an email confirmation for your appointment after you have selected the appointment.

To CANCEL An Appointment:

1. Click "Home" link on the left hand side of the screen
2. Scroll to bottom of screen and find the appointment you wish to cancel
3. Hit the CANCEL button



You will receive an email appointment cancellation confirmation.