HOME Portal Overview

Overview: This job aid provides Emory University employees with an overview of the HOME (Health and Occupational Management at Emory) Portal.

To access HOME, log in to Self-Service (http://leo.cc.emory.edu) with your Emory Network ID and password. Then, click on the Workplace Health tile. Log in again to get to your dashboard:

1. Menu – Access the dropdown menu to log out of the system.
3. Question Icon – View a list of available functions.
4. Message Center – Send messages to Emory Health Care’s Employee Health and Occupational Injury Management (OIM).
5. Self-Scheduling/Appointments – Schedule appointments for immunizations or the Express Care Clinic.
6. Vaccine Consents/Questionnaires – Access vaccine consents or questionnaires that are required before your scheduled appointment.
8. Annual Assessment Questionnaire – EHC use only. This is not required for Emory University.
9. Express Care Questionnaire – Complete the questionnaire if making an appointment with the Express Care Clinic.
10. My Medical Information – View/print your medication information, such as allergies, medications and immunization.