How to Complete a Vaccine Consent

Overview: This job aid guides Emory University employees through the step-by-step directions for providing a vaccine consent form and scheduling a vaccine appointment using the HOME portal.

1. If you are required to get a vaccine for your job at Emory, you will use the HOME portal to complete your vaccine content form and schedule your vaccine administration appointment. 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.

2. You will be prompted to log in again with your Net ID and password.
If you are a manager, you will be given a choice between portal access or supervisor access. Click **Portal** and your dashboard will appear. Next, click on **vaccine consents/questionnaires**.

Find the appropriate vaccine tile. Click on the **vaccine INFO button** to review information about the vaccine. Click on the **vaccine CONSENT button** to go to the online consent form.
5. Complete the vaccine consent form and click **Submit**.

6. After completing your consent form, you then need to schedule an appointment to get your vaccine. Return to home and then click on **self scheduling/appointments**.
Click **schedule a new appointment.**

Choose the **reason for your visit** as **Vaccine Administration - Review**; then select an **appointment date and time.** When finished, click **Submit.**
9 After you click submit, you will be taken to the **confirmation page**. An email notification will also be sent to your work email address.

![EXISTING APPOINTMENTS](image)

Your appointment will also be stored in the HOME portal.

To access your appointment, go to the homepage

Then click **self-scheduling/appointments** to view, schedule or cancel your appointments.

10 When finished, **sign out** of the portal.