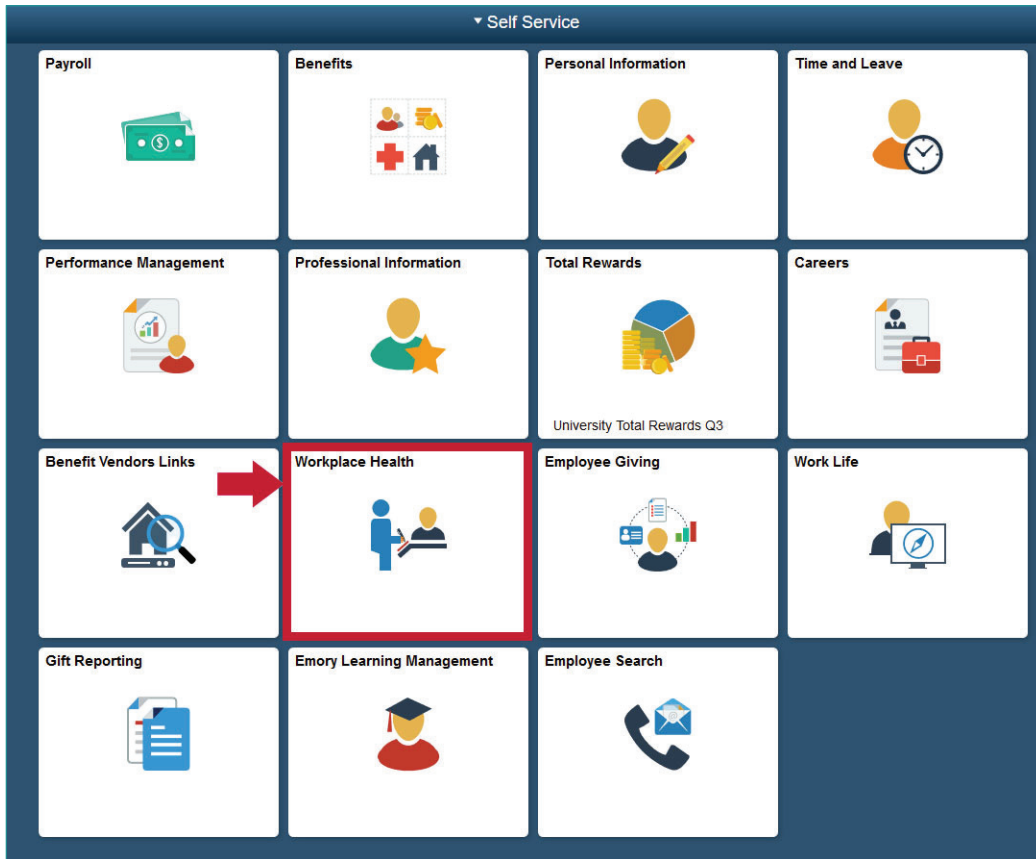


Request an Appointment for a Direct Report



Overview: This job aid guides Emory University **supervisors** through the step-by-step directions for requesting an appointment for a direct report in HOME.

1 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.

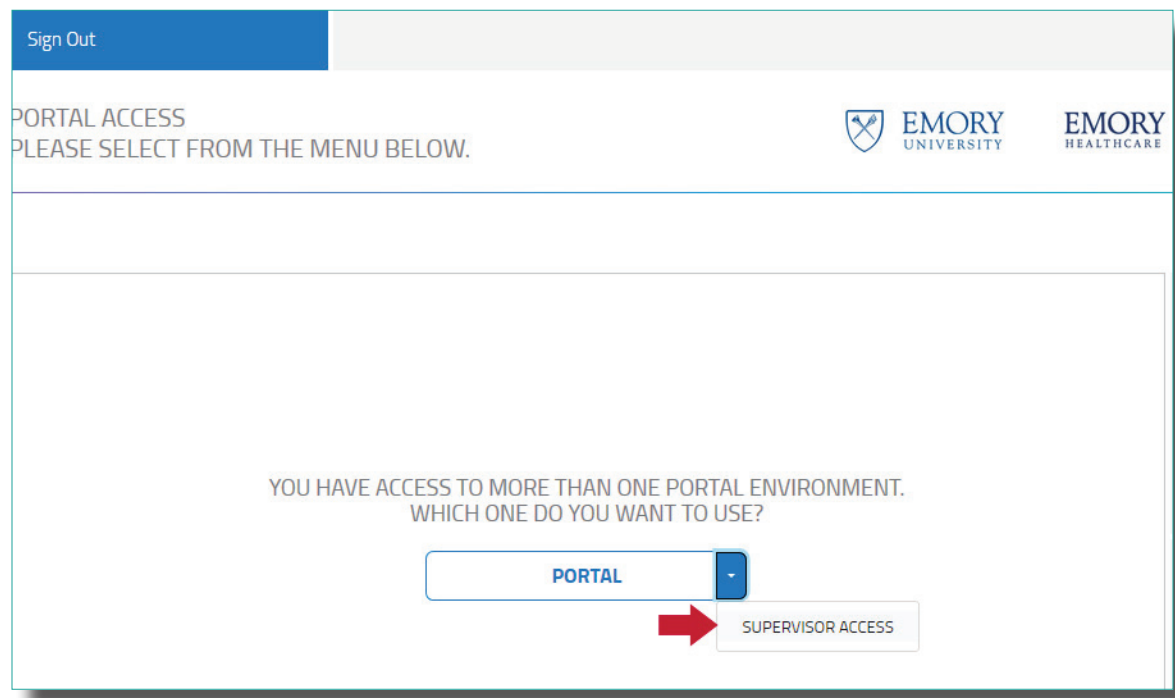


2 You will be prompted to log in again with your Net ID and password.

The screenshot shows the login page for 'AttributeContract'. At the top, there are logos for Emory University and Emory Healthcare, and a 'Login' button. Below the logos, the text 'Login to AttributeContract' is displayed. There are two input fields: 'Network ID' (with 'NetID' entered) and 'Password'. A 'Login' button is located below the password field. To the right of the input fields, there is a text box with the following text: 'Login is Emory's authentication tool for logging into multiple web systems and applications. If you have any questions, problems, or comments about Login, please contact the University Service Desk at (404) 727-7777 or the Emory Healthcare Call Center at (404) 778-HELP. You may also submit an IT support request at <http://help.emory.edu/>.' Below the login fields, there is a link for 'Forgot Password?'. At the bottom of the page, there is a disclaimer: 'You are about to access a computer system maintained or made available by Emory University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your acceptance of Emory's IT Conditions of Use and other applicable policies and your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.'

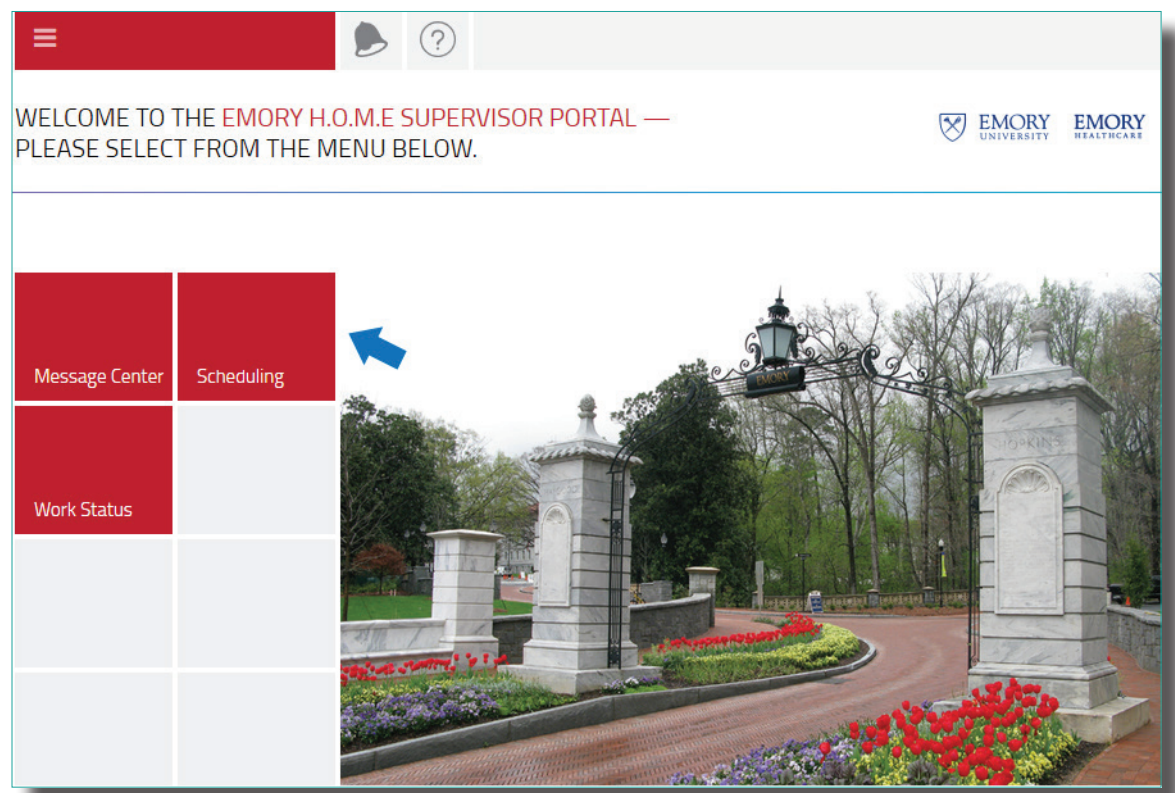
3

As a manager, you will be given a choice between portal access or supervisor access. Click **Supervisor Access**.



4

Next, click on the **Scheduling** tile.



5

Complete the appointment request and click **Submit**.

The screenshot shows a web interface for 'SUPERVISOR SCHEDULING'. At the top, there is a navigation bar with a red background on the left containing a hamburger menu icon, and a light gray background on the right containing a bell icon and a home icon. The page title 'SUPERVISOR SCHEDULING' is on the left, and the Emory University and Emory Healthcare logos are on the right. A red banner below the header reads 'REQUEST AN APPOINTMENT FOR THE SPECIFIED PATIENT'. The form contains the following fields:

- Last Name: A text input field with a vertical cursor.
- First Name: A text input field.
- Employee ID: A text input field.
- Date of Birth: A text input field with a placeholder 'mm / dd / yyyy'.
- Phone Number: A text input field.
- Email Address: A text input field.
- Reason For Visit: A large text area for a multi-line input.

At the bottom right of the form, there are two buttons: a red 'CANCEL' button and a light gray 'SUBMIT' button.