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

Next, click on the **Scheduling** tile.
Complete the appointment request and click Submit.