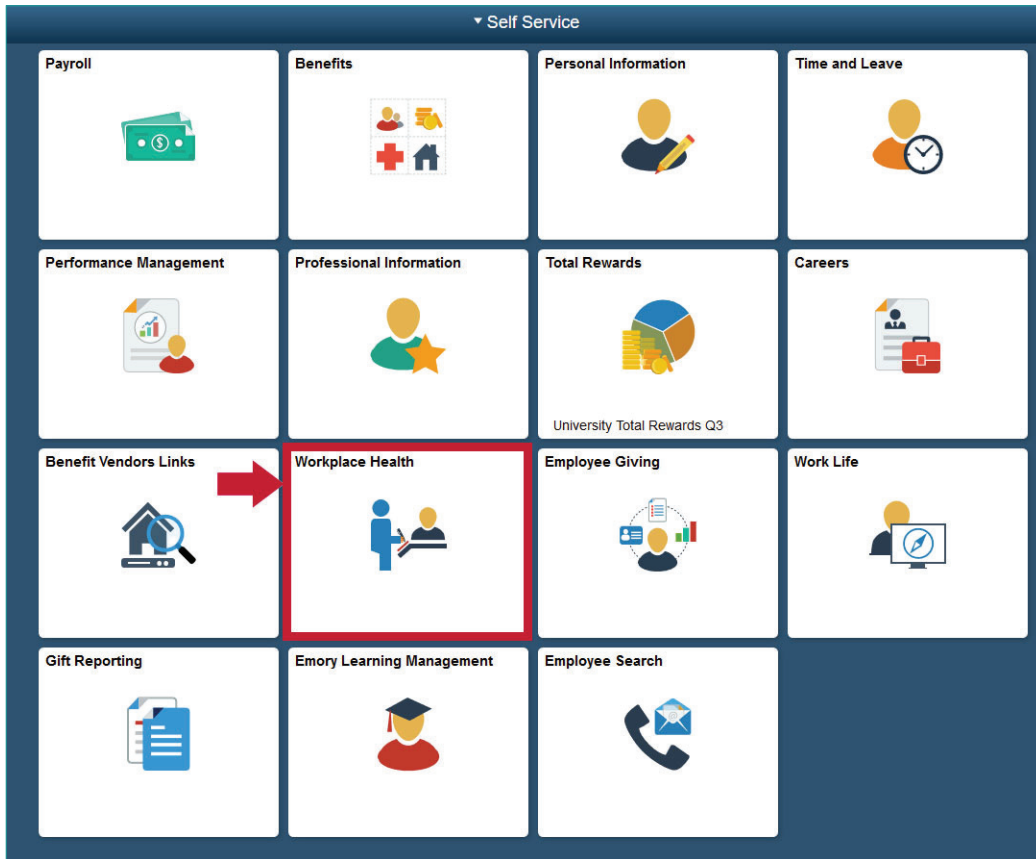# Request an Appointment for a Direct Report

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

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.

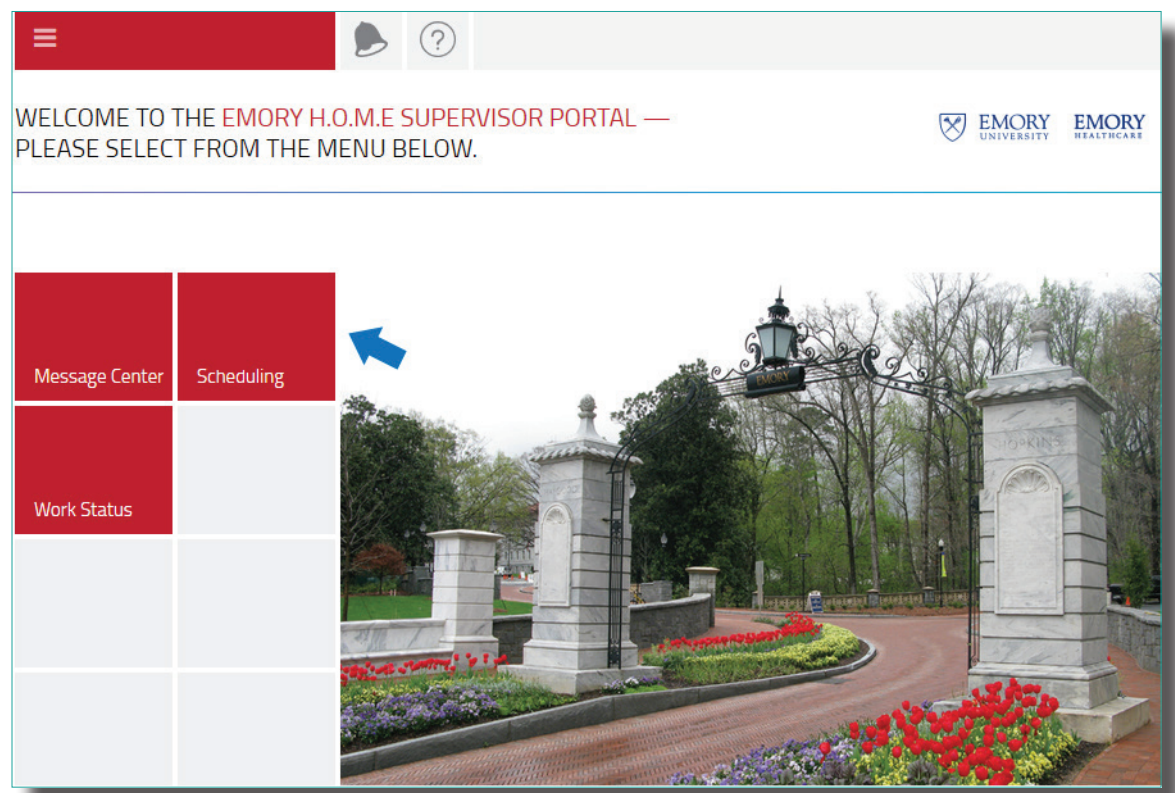**2** You will be prompted to log in again with your Net ID and password.

3 As a manager, you will be given a choice between portal access or supervisor access. Click **Supervisor Access.**
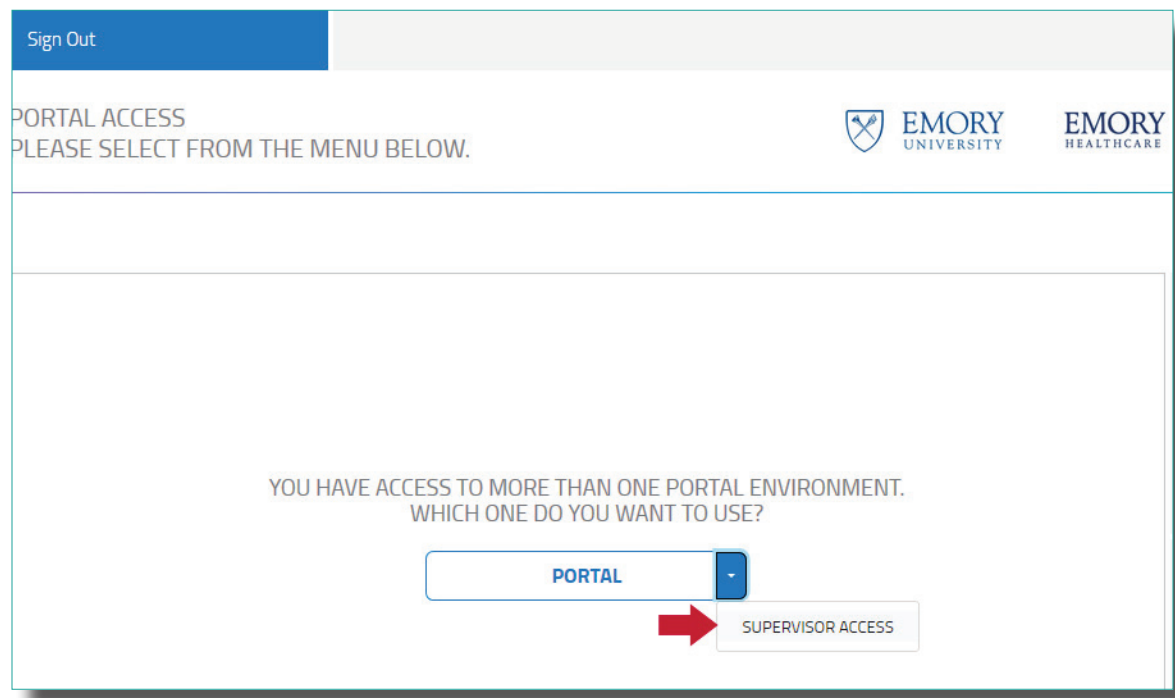
4 Next, click on the **Scheduling** tile.

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

SUPERVISOR SCHEDULING

EMORY UNIVERSITY   EMORY HEALTHCARE

REQUEST AN APPOINTMENT FOR THE SPECIFIED PATIENT

Last Name	
First Name	
Employee ID	
Date of Birth	mm / dd / yyyy
Phone Number	
Email Address	
Reason For Visit	

CANCEL   SUBMIT