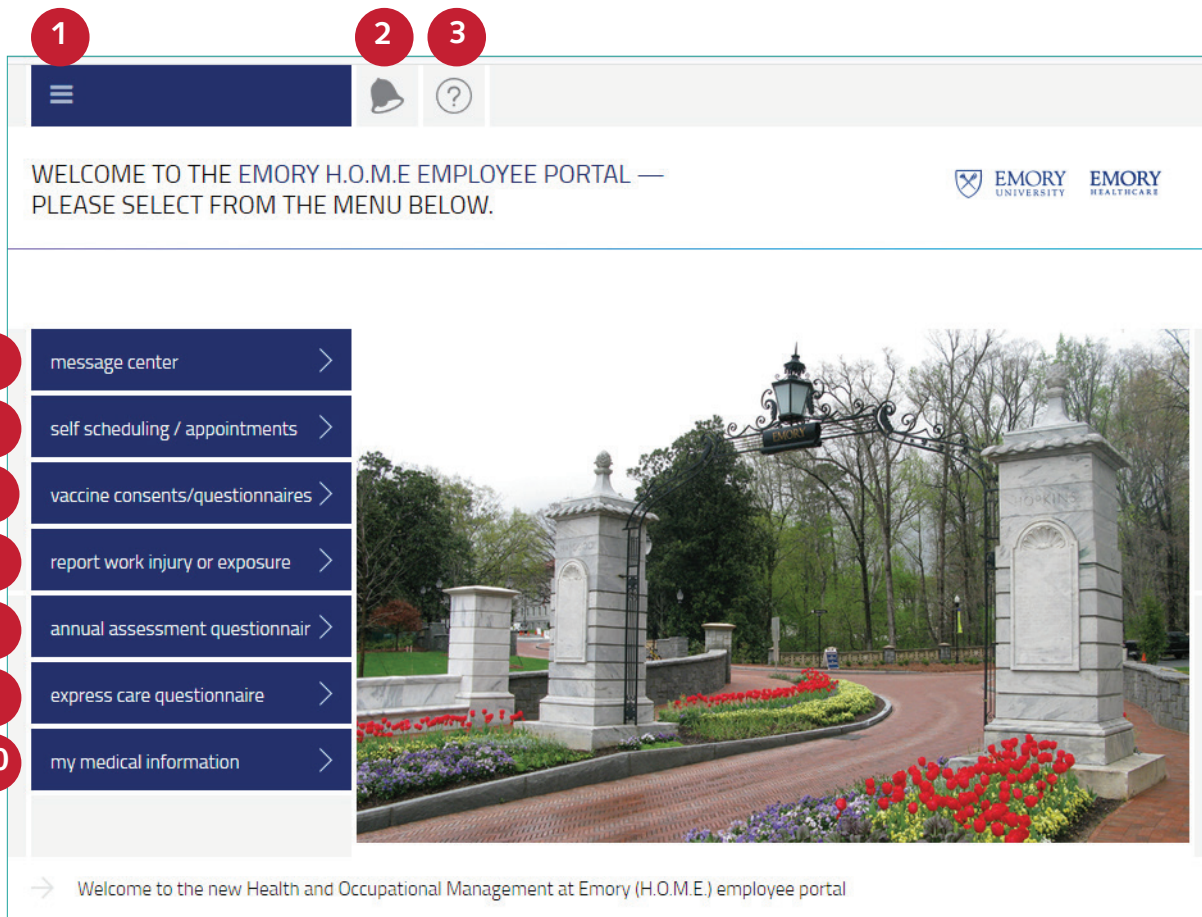


HOME Portal Overview



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.
2. **Notification Bell** – Access messages and portal notifications.
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.
7. **Report Work, Injury or Exposure** – Report a work-related injury, illness or an exposure.
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.