WDC Scheduling System: University of Akron
Employee Sign-On Instructions

University of Akron is working with Women's Diagnostic Center (WDC) to provide annual digital mammograms on-site for you. This annual routine screening is covered at 100% and paid for by your health insurance program. Your mammogram will take approximately 15 minutes and will be available on **February 27, 2017** in The Administrative Services building.

You can schedule your date & time through WDC's secure online schedule program. Instructions on how to sign up are provided below. Please follow these instructions to schedule your time. If you have any questions or need to change your original appointment, please contact Joan Busic at (330) 972-6488 or email her at JBusic@uakron.edu.

Overview
WDC's Scheduling system allows you to select the date and time of your digital mammogram. Access to scheduling requires a Login and password.   Your information to sign-on to the scheduling site is:

<div align="center">

User ID**:**   **EE-UOA**
Password**:**   **2/27/2017**

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This is a secure site where only you will enter & see your information. If there are any questions about your login, contact Joan Busic at (330) 972-6488 or email her at JBusic@uakron.edu.

Access Instructions

1. Go to http://wdc-scheduling.com
    The screen will look like the one on the right.
    Enter the User Id and Password listed above.

2. You will see a new screen, showing
    University of Akron

3. To add an appointment – view the month and click on
    the location/day you'd like to view.
    The 5-day work week that your selected date falls in, will display.

4. Check the time slots:
    Unavailable – indicates that no appointments can be scheduled during that time. It is either before the first appointment of the day, during lunchtime, or after the last appointment of the day
    Booked – indicates that someone has already scheduled for that time
    Available - indicates the time is available.

5. Click on the desired "Available" time.
   A pop-up window will appear.

   The date and time you selected will display.
   Verify that this is the desired time slot before
   continuing:

   Enter your information:
   - Name,
   - email,
   - birthdate,
   - phone number

6. Click the "Schedule it" button when complete.
   a. If you didn't enter a birthdate, an error will be displayed.
   b. Correct the entry and click Schedule.

7. The selected slot will now show as "Booked".

8. Your will receive an email at the address you entered, asking you to confirm your appointment.
   a. Click on the link in the email to confirm.
   b. If you do not wish to confirm that time slot, please notify your On-site Coordinator so the
      slot can be opened for someone else to use.

9. Once confirmed, you will be taken to a web page with Instructions for Your Mammogram Screening.
   You will also receive these instructions via email.
   a. Be sure to **read all Instructions**
   b. Click on the links to the required documents and complete all forms and **bring them with you
      to your appointment.**

10. **Write the data and time slot you have selected here:**
    Date: _____   Time: _____

If after this point, you need to cancel or change the appointment, you must contact Joan Busic at (330)
972-6488 or email her at JBusic@uakron.edu. She will make the changes for you.

Thank you.