Booking an Employee Health Clinic Appointment

Logging into MyHealthConnect

1. Navigate to MyHealthconnect by entering the following link in the search bar: [http://myhealthconnect.case.edu/](http://myhealthconnect.case.edu/)

2. On the MyHealthConnect webpage, sign in using your provided case network id and password.
3. Once the webpage accepts your provided login information, a duo request will appear asking you to approve the login. Approve this Duo Request.
NOTE: If you are not setup with Duo it may either prompt setup of two-factor authentication or automatically jump you to the next step.

4. Provide your date of birth to confirm your identity matches our health record.
Booking an Appointment

1. Click on ‘Schedule or Check Into An Appointment’ on the MyHealthConnect homepage.

**NOTE:** This can also be done by clicking on the ‘Appointments’ tab on the left-hand side of the screen.

2. Select “Schedule an Appointment”.

3. Select “I would like to schedule an appointment with the Employee Health Clinic”.

4. Select if you would like to schedule a “Medical Care Visit” or “Mental Health Visit”.
5. Once you select your appointment option, you will see some common questions asked. Select “Continue”.

6. Specify an “Appointment Reason”. This will be communicated to our staff to give further details into the purpose of your appointment.
7. Provide your race and/or ethnicity. Select “Continue”.

8. MyHealthConnect will now search for an available appointment using your provided information.
9. Select the appointment time that fits your needs and availability. Once selected, press “Continue”.
10. Confirm your appointment details via the subsequent window. Press “Confirm” to formally book the appointment.

11. A confirmation page will appear. This is the end of the booking process. **NOTE:** You will receive a confirmation email associated with your account. The generated QR code can be provided at the time of your appointment to facilitate and expedite check-in.