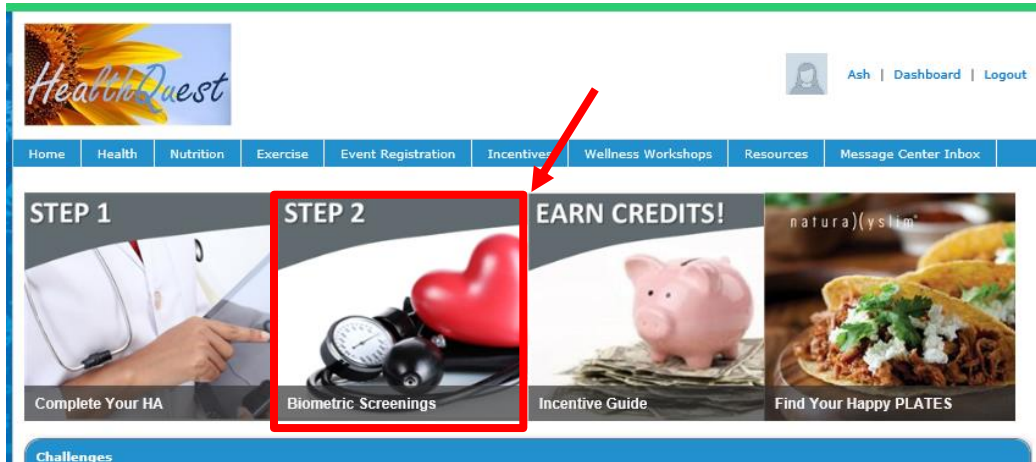


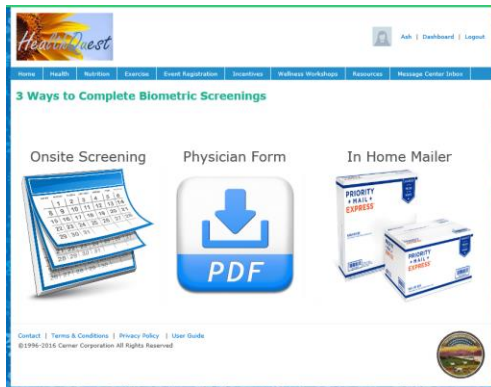
Scheduling a Biometric Screening

- Log into the HealthQuest Wellness portal
- Click on the Step 2 Biometric Screenings box at the top



- Click on the method you prefer to complete your biometric labs
 - Onsite screening- allows you to schedule a time at a biometric event
 - Physician Form- allows you to print off a form to take to your provider and fax or scan/email the results back
 - In Home Mailer- allows you to order a kit to collect your own specimen at home and mail back

- To schedule your screening at a biometric event, click on the Onsite Screening calendar



- You will link to a login screen
 - Click the Login/Create Account button to create a new account

Welcome to the State of Kansas Online Scheduler

Email Address

Password

[Login/Create Account](#)

[Forgot Password](#)

Logging in for the first time? Simply click "Login/Create Account" and answer the questions there.
If you are already registered, enter both your email and password and push "Login/Create Account" to view your scheduled appointment.

Please record the date and time you selected, as well as your password (in case you want to change your appointment later).

- Complete the required fields to create an account
 - Your email address will become your login ID, and you will create a password with at least 6 characters

Required fields must be filled in.

State of Kansas requires the following information

Email address *

Confirm Email address *

Your email address is also your login ID. Please double check that it is correct.

First Name *

Last Name *

New Password at least 6 characters *

Confirm Password *

Required information is indicated by *

[Click OK to register](#)

- Select a location

[Any Employee](#)
[Edit Profile/Change Password](#)
[Printable schedule](#)
[View Reports](#)
[Logout](#)

Master List
Please select your location from the list

Name	Date	Location
Chicago	November 14, 21-24, 2016	Building G
Minneapolis	November 15, December 5, 2016	3rd street building
Philadelphia	November 21, 2016	Conference Room

- Select a date and time

[Any Employee](#)
[Edit Profile/Change Password](#)
[Future Appointments](#)
[View Reports](#)
[Logout](#)

Philadelphia November 21, 2016 Conference Room

Appointments available for Health Screenings
Monday, November 21, 2016

8:00 AM	8:30 AM	8:45 AM	9:00 AM
9:15 AM	9:30 AM	9:45 AM	10:00 AM
10:15 AM	10:30 AM	10:45 AM	11:00 AM
11:15 AM	11:30 AM	11:45 AM	

- You have options to receive a reminder email and to add the appointment to your calendar

You are scheduling an appointment at **11:45 AM** on **November 21, 2016** for the **Health Screening** event.

I would like a reminder e-mailed to me days prior to my appointment.

Add this appointment to your calendar

Appointment confirmed for November 21, 2016.

Appointment for Any Employee

Health Screening Appointment Details
 Date: November 21, 2016
 Time: 11:45 AM
 Location: Philadelphia

- If you need to cancel or reschedule your appointment, click the Your Schedule link and click Cancel or Change Time

[Your Schedule](#)
[Any Employee](#)
[Edit Profile/Change Password](#)
[Future Appointments](#)
[View Reports](#)
[Logout](#)

11/21/16 at 11:45 AM, Health Screening [Cancel](#) [Details](#) [Edit](#) [Change time](#)

Philadelphia November 21, 2016 Conference Room

Appointments available for Health Screenings
Monday, November 21, 2016

8:00 AM	8:30 AM	8:45 AM	9:00 AM
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