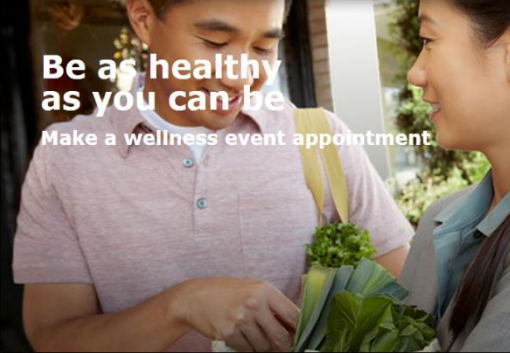


# Kaiser Permanente Wellness Event Online Scheduler STEP-BY-STEP INSTRUCTIONS



Be as healthy  
as you can be  
Make a wellness event appointment.

A screenshot of the Kaiser Permanente wellness event registration form. The form is titled "New users" and has a "Submit" button. Below the button, there is a message: "Can't find your signup code? No problem, just call us at 1-877-366-7483 with your company name, and we'll send the code to you." There is also a "Returning users" section with fields for "Email" and "Password", and a "Submit" button. At the bottom of the form, there are two links: "Don't have an email address?" and "Forgot your password?".

***Follow these steps to sign up for your worksite flu clinic***

**Employer: University of California Office of the President**

**Event Dates: 11/1/23**

**Signup Code: UCOP**

## New Users – Create an Account & Schedule an Appointment

### 1. Create a Secure Account

- Go to [kp.org/wellnessevent](http://kp.org/wellnessevent)
- Enter your signup code from above, under “New users” and click “Submit”
- Complete the registration page and click “Save & Continue”
- You will receive a confirmation email - click on the link to confirm your account
- Create your password
- Accept (or decline) the agreement for sharing your personal information

### 2. Schedule an Appointment

- Select an event by clicking “Choose Event”
- Choose the location, date, and time that works best for you and click “Schedule”
- You’ll land at the “Manage my Event” page where you can view your appointment details, add the event to your electronic calendar, make changes to your appointment, and access wellness resource

### 3. Browse Wellness Resources

- Once your appointment has been scheduled, you can access the wellness resources under the “Wellness Resources” tab, or click on buttons in the right margin

**All participants benefit from registering for an appointment!**

- Spend less time waiting to receive health services
- Registering will ensure that you receive the health services being provided
- Friendly email reminders will help you schedule the event in to your work day

## Returning Users – Schedule, View or Change Your Appointment

### 1. Login

- Go to [kp.org/wellnessevent](http://kp.org/wellnessevent)
  - Enter your email address and password under “Returning users” and click “Submit”
- \*Note\* If you forgot your password and have an existing account, please click on “Forgot your password”

### 2. Schedule, View or Change Your Appointment

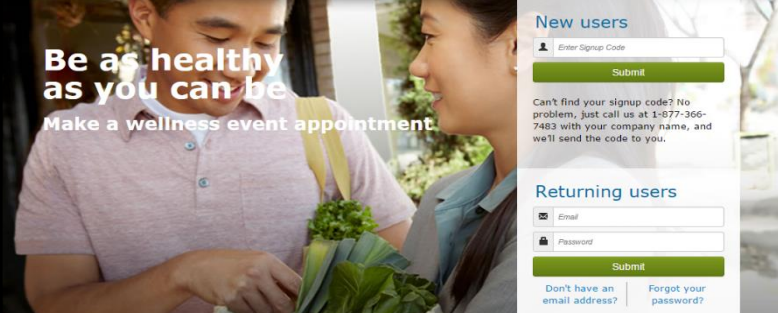
- You’ll land on the “Manage My Events” page
- From here, you can schedule, view or change your appointment details, add the event to your electronic calendar, and access wellness resources

### 3. Browse Wellness Resources

- Check out the wealth of Kaiser Permanente wellness resources under the “Wellness Resources” tab, or click on buttons in the right margin

# Kaiser Permanente Evento de bienestar Programador de citas

## INSTRUCCIONES PASO A PASO



***Siga estos pasos para inscribirse en su clínica de vacunaciones en su trabajo***

**Empleador: University of California Office of the President**  
**Fecha del evento: 11/1/23**  
**Código de inscripción: UCOP**

### Nuevos usuarios: Crea una cuenta y programe una cita

#### 1. Crear una cuenta segura

- Vaya a [kp.org/wellnessevent](http://kp.org/wellnessevent)
- Introduzca su código de registro de arriba, En "New Users" y haga clic en "Submit"
- Complete la página de registro y haga clic en "Save & Continue"
- Recibirá un correo electrónico de confirmación. Haga clic en el enlace para confirmar su cuenta
- Cree su contraseña
- Acepte (o rechace) el acuerdo para compartir su información personal

#### 2. Programe una cita

- Seleccione un evento haciendo clic en "Choose Event"
- Elija la ubicación, la fecha y la hora que mejor se adapte a sus necesidades y haga clic en "Schedule"
- Llegará a la página "Manage my Event" donde podrá ver los detalles de su cita, agregar el evento a su calendario electrónico, hacer cambios en su cita y acceder a los recursos de bienestar

#### 3. Examinar recursos de bienestar

- Cuando su cita ha sido programada, puede acceder a los recursos de bienestar bajo la pestaña "Wellness Resources", o haga clic en los botones en el margen derecho

### Usuarios que regresan – Programar, Ver o Cambiar su cita

#### 1. Inicie sesión

- Vaya a [kp.org/wellnessevent](http://kp.org/wellnessevent)
- Introduzca su dirección de correo electrónico y contraseña en "Returning users" y haga clic en "Submit"  
\*Nota\* Si olvidó su contraseña y tiene una cuenta existente, Por favor, haga clic en "Forgot your Password"

#### 2. Programa, Vea o cambie su cita

- Llegara la página "Manage my Events"
- De aquí, puede programar, ver o cambiar los detalles de su cita, agregar el evento a su calendario electrónico y acceder a los recursos de bienestar

#### 3. Explorar los recursos de bienestar

- Consulte la gran cantidad de recursos de bienestar de Kaiser Permanente en la ficha "Wellness Resources", o haga clic en los botones del margen derecho