

Healthcare Center – Scheduling an Appointment

For your convenience, appointments can be scheduled online.

Visit muncie.k12.in.us/HumanResources/WorkplaceHealthPartners and click on **Book NOW!** to access the online scheduling tool.

Instructions for First-time Users

Click on **“Create an Account”** in the tool and complete the required information.

Please note: *The login can be shared by the entire family; however, each individual family member must create a unique password.*

Once all information has been entered, click **“Create an Account.”** A new screen will appear. Follow the directions to proceed.

Select Service

A new screen with a **“Select Service”** drop-down box will appear. Click on the box to select the service (e.g., new patient consult, illness visit, minor injury, flu shot) that best describes the reason for your visit.

Select Appointment Time

A calendar will pop up showing available appointments (in white boxes). Click on the date that works best for you.

Please note: *To see other options, click on the << Previous or Next >> buttons to select a new date on the calendar.*

A new **“Select Appointment Time”** box will appear. Choose a time by clicking in the white space next to the time you prefer.

A screen will open to confirm your appointment information. Please add the specific **“Reason for Your Visit”** in the designated box and any necessary details for the provider in the **“Special Instructions”** box. Click **“Finalize Appointment.”**

Finalize Appointment

A confirmation screen will open with appointment details.

- Scroll to the bottom of the page to print a copy of your appointment, export the appointment to your calendar or cancel your appointment.
- Scroll to the top of the screen to click **“Log Out.”**

Instructions for Returning Users

- Enter your login and password and click **“Login.”**
- Follow the directions above beginning with **“Select Service.”**



Indiana University Health