**Enter Security Code.** This will be provided in the email that you were sent with the appointment sign-up link.

Enter your **NetID.** This is required to view the next steps.
Example: abc123

The next section you will see is the “Information” section
Please be sure to fill out this information as accurately as possible
Note: The email address provided is where your appointment confirmation will be sent. Please ensure that this is your correct email address.
Please pay attention to the “Date of Birth” field. Correct information will determine which fields you see below after this step. When you set the date, a pop-up window will appear for you to choose your date and year of birth.

If you have provided all the above information, you will see a “Select Appointment Time” option. Click “Select from List”.

This is the window that will appear on your screen. Choose your desired appointment location and time by clicking on the row associated with the appointment (will highlight yellow when you select the row).
You will see these fields populate with your test information

<table>
<thead>
<tr>
<th>Select Appointment Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>To sort appointments by date and time, click the “Start Date Time (Your Local Time)” column.</td>
</tr>
<tr>
<td>Select From List</td>
</tr>
</tbody>
</table>

- **Start Date Time (Central Time)**: 8/3/2020 8:00
- **Test Location**: Reckling Roost

If you selected the wrong appointment in this step, click “Clear Source Entry” and click “Select From List”

After you have chosen your appointment time, please sign the testing consent section

Sign and date as applicable

Once you click “Submit Entry”, you should receive a confirmation email with information about the appointment you selected. This email will go to the email address you provided in the “Information” section.

This email has important information about your appointment and a QR code that will be scanned upon arrival at the testing site.

If for some reason your email does not arrive in your inbox, please check Proofpoint and your spam folder. The sender name will be “Veoci”.

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