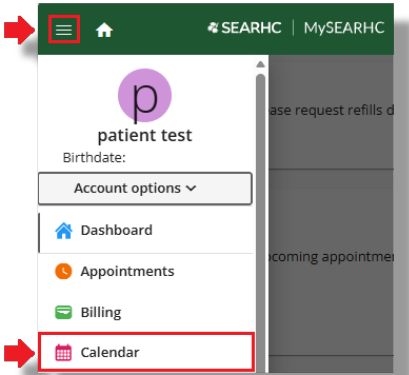
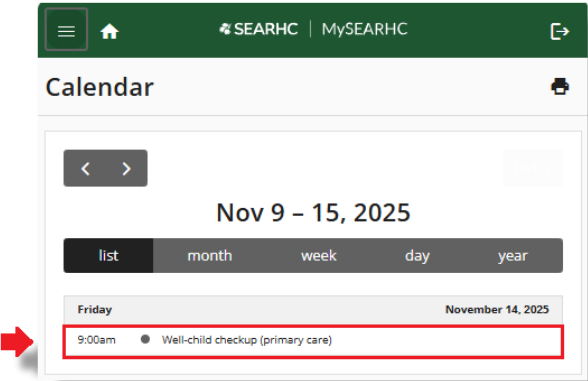
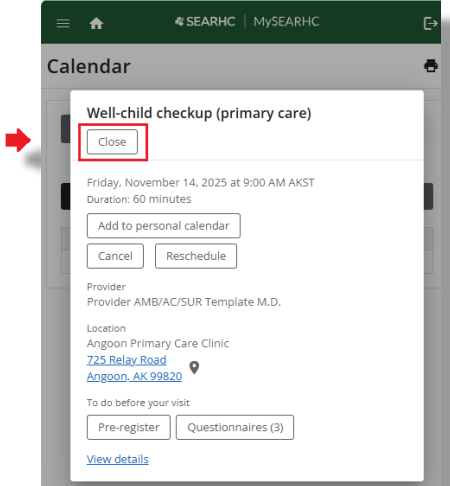


MySEARHC Quick Reference Guide

MySEARHC Calendar

View past and upcoming appointments in a calendar format.

1	Access the Calendar page: - From the MySEARHC Dashboard, select the three line menu icon, located to the left of the Home icon - Select Calendar	
2	Calendar Select an Appointment from the list to view the appointment and access action buttons. NOTE: The calendar defaults to the list view and for the current calendar week (Sunday-Saturday). NOTE: Select the printer icon to open available print options.	Example: Calendar list format 
3	Calendar: Appointment View View appointment details or select available action buttons (e.g., Cancel, Reschedule, Pre-register, Questionnaires). Select Close to return to the Calendar page NOTE: Learn more about Canceling or Rescheduling an Appointment, Pre-registering and Submitting Questionnaires. NOTE: Select view details to go to the Appointments Page.	

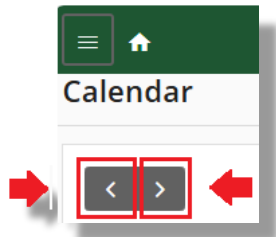
4

View by month/week/day/year:

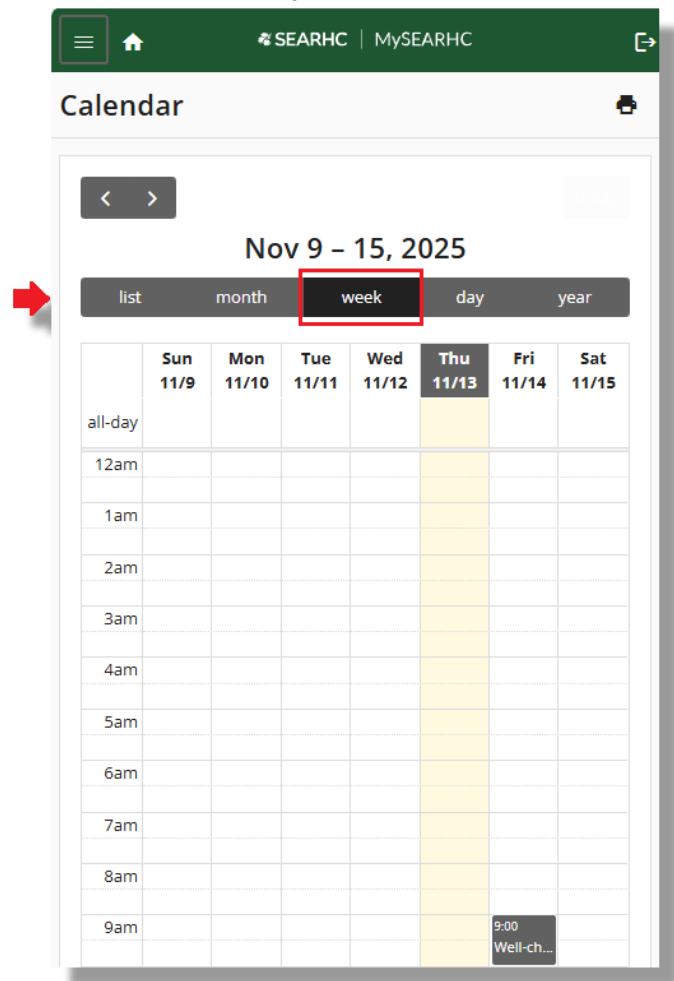
Toggle between different views by selecting a view option (e.g., week view):

- Select **Week** to view appointments for the current calendar week (Sunday-Saturday)

NOTE: Select the **Back arrow** to view the prior week and select the **Forward arrow** to view the upcoming week.



Example: Week view



Looking for further help?

Contact the Patient Support Center at 907.463.0400