

# Scheduling Your COVID-19 Test Appointment at Graham Health Center

This guide will walk you through the process of scheduling your COVID-19 test at the Graham Health Center. It will also provide directions on how to review upcoming appointments, and cancel an appointment.

## To schedule an appointment

1. Visit the Graham Health Center website at **[oakland.edu/ghc](http://oakland.edu/ghc)**.
2. Click on the **Patient Portal** button in the upper right-hand corner of the page.
3. Sign in to the portal using your Net ID and password.
4. Enter your date of birth, then click on **Proceed**.
5. From the menu that appears, select **I would like to... Schedule an Appointment**.
6. On the next screen, once again click on **Schedule an Appointment**
7. From the available options, select **COVID Surveillance Testing**, then click **Continue**.
8. A question will appear asking whether you are currently experiencing any symptoms of COVID-19. **If you are currently experiencing any of the listed symptoms, you should not schedule an appointment through the portal.** Instead, call the Graham Health Center at (248) 370-2341 to schedule a provider visit.
9. If you are not currently experiencing any symptoms of COVID-19, select **No**, then click **Continue**.
10. Select the date you wish to come in for testing by clicking the calendar icon next to **Set search start date**, then clicking on your preferred date. Please make sure to choose one of the dates that was provided in the email you received from University Housing. Once you click on your preferred date, click on **Search for Appointments**.
11. Available appointment times will appear. Select your preferred appointment time, then click **Continue**.

12. Review your appointment date and time, and then Click on **Schedule** to schedule your appointment.
13. You will reach a confirmation page which confirms that you have successfully scheduled your appointment. Click **Print** to print your confirmation.
14. Click **Continue** to complete or confirm your **Health History**. Your Health History needs to be completed in the Patient Portal prior to your visit.

## To view your appointment information at later date

1. Visit the Graham Health Center website at [oakland.edu/ghc](http://oakland.edu/ghc).
2. Click on the **Patient Portal** button in the upper right-hand corner of the page.
3. Sign in to the portal using your Net ID and password.
4. Enter your date of birth, then click on **Proceed**.
5. Click on **Appointments** in the left-hand navigation menu.
6. Your currently scheduled appointments will appear.

## To cancel a scheduled appointment

1. Visit the Graham Health Center website at [oakland.edu/ghc](http://oakland.edu/ghc).
2. Click on the **Patient Portal** button in the upper right-hand corner of the page.
3. Sign in to the portal using your Net ID and password.
4. Enter your date of birth, then click on **Proceed**.
5. Click on **Appointments** in the left-hand navigation menu.
6. Your currently scheduled appointments will appear.
7. Click the **Cancel Appointment** link under the appointment you would like to cancel.
8. Select the reason you are cancelling your appointment from the drop-down menu, then click **OK**.