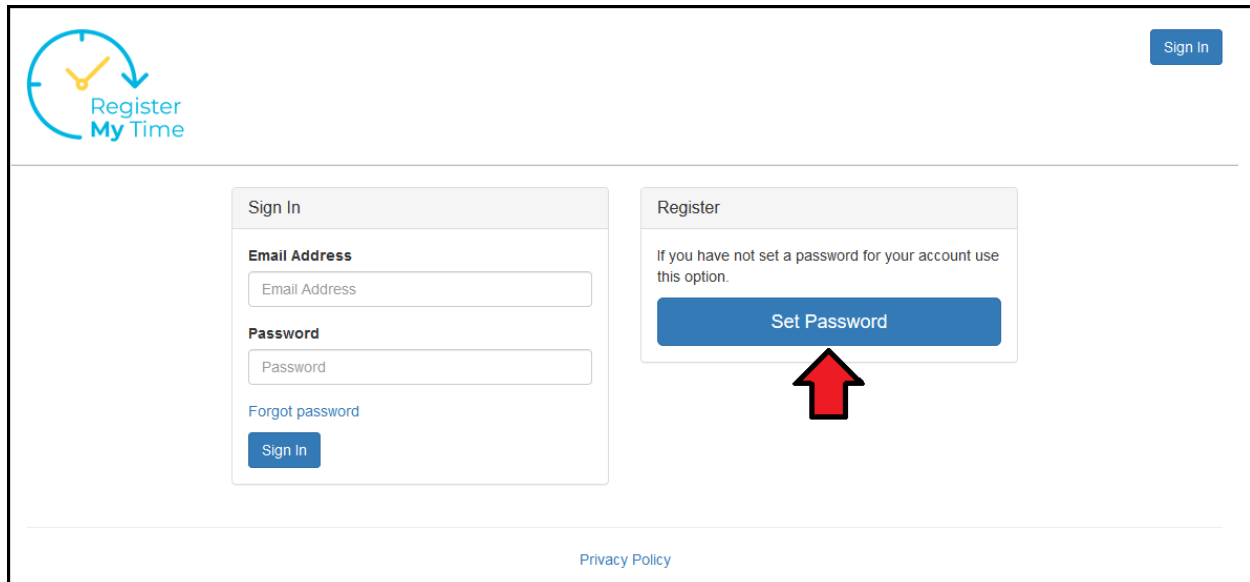


Step 1:

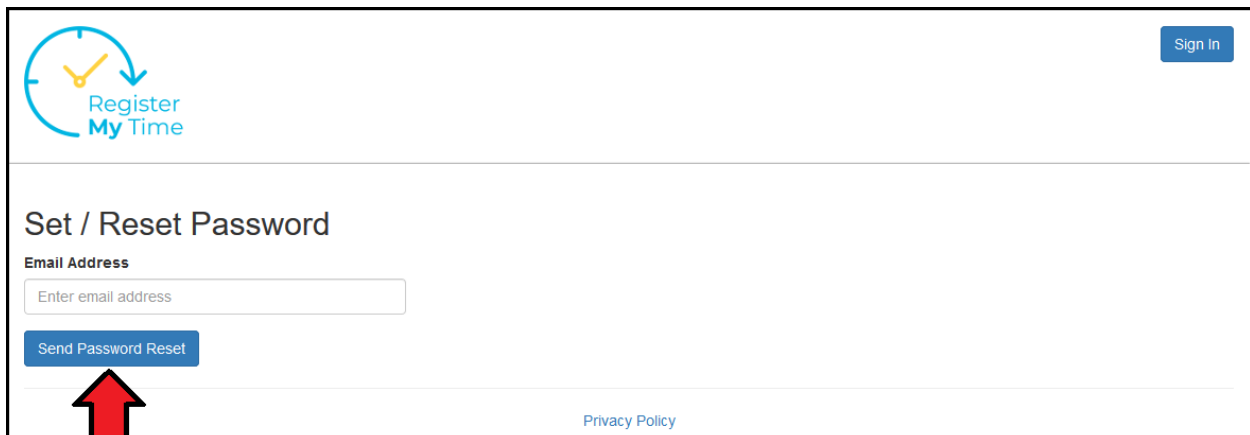
To reschedule or cancel your appointment please go to the following link and click on the Set Password box to register an account. [Register My Time - Sign In](#)



The screenshot shows the 'Register My Time' website interface. In the top left corner is the logo, which consists of a clock icon with a checkmark and the text 'Register My Time'. In the top right corner is a blue 'Sign In' button. The main content area is divided into two sections: 'Sign In' on the left and 'Register' on the right. The 'Sign In' section contains fields for 'Email Address' and 'Password', a 'Forgot password' link, and a 'Sign In' button. The 'Register' section contains the text 'If you have not set a password for your account use this option.' and a blue 'Set Password' button. A red arrow points directly to the 'Set Password' button. At the bottom center of the page is a link for 'Privacy Policy'.

Step 2:

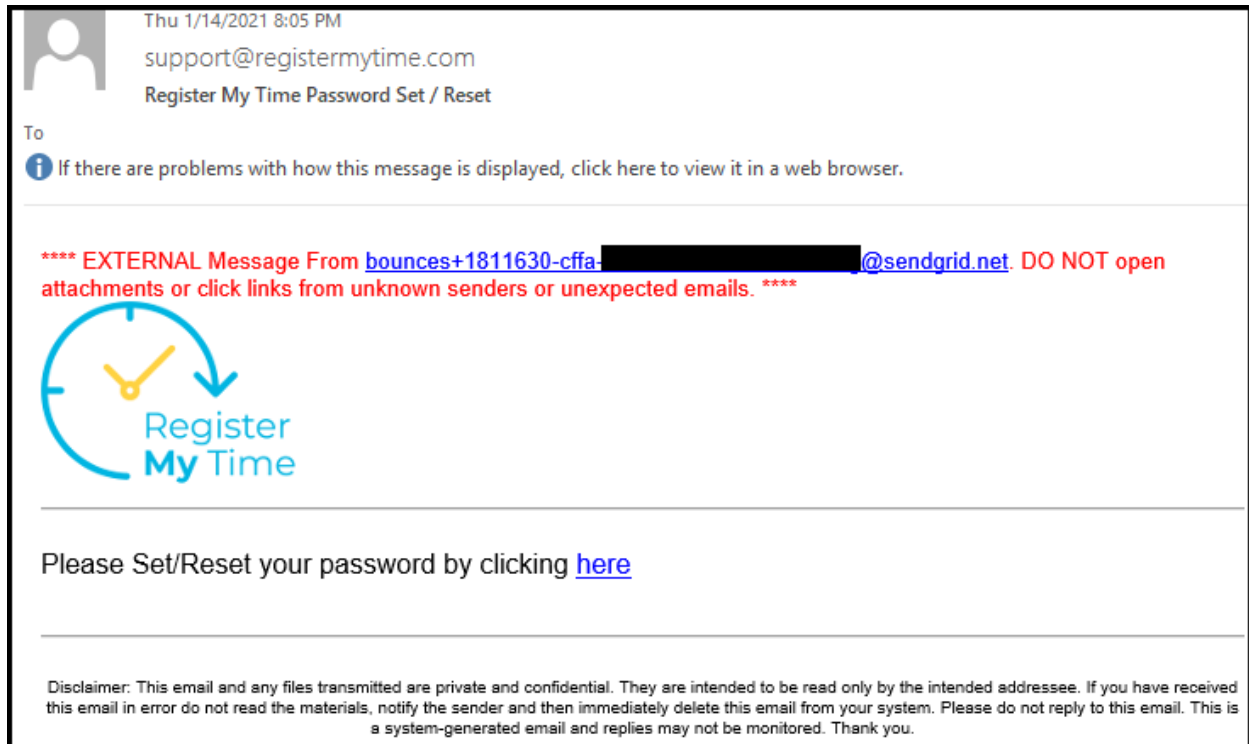
Enter in your email address that was used when you registered for your appointment.



The screenshot shows the 'Set / Reset Password' page. In the top left corner is the 'Register My Time' logo. In the top right corner is a blue 'Sign In' button. The main heading is 'Set / Reset Password'. Below the heading is an 'Email Address' label and a text input field with the placeholder text 'Enter email address'. Below the input field is a blue 'Send Password Reset' button. A red arrow points directly to the 'Send Password Reset' button. At the bottom center of the page is a link for 'Privacy Policy'.

Step 3:

You will receive an email that is titled with "Register My Time Password Set / Reset." Click on the link within the email




Step 4:

The link will take you to a webpage to create a password as well as confirm the password. The password must meet the following requirements to be accepted:

- At least 8 characters long
- Contain one upper case letter, one lower case letter, one number and one special character

After entering and confirming the password, press the Update box.

 [Sign In](#)

Set / Reset Password

Passwords must be at least 8 characters long, contain one upper case letter, lower case letter, number and special character

Password

Confirm Password

[Update](#)

[Privacy Policy](#)

Step 5:

Sign in with your email address and the password that you just created.

The screenshot shows the 'Register My Time' website interface. In the top left corner is a logo featuring a clock face with a blue arrow pointing to the right, and the text 'Register My Time' below it. In the top right corner is a blue 'Sign In' button. The main content area is divided into two sections: 'Sign In' and 'Register'. The 'Sign In' section contains a form with fields for 'Email Address' and 'Password', a 'Forgot password' link, and a blue 'Sign In' button. The 'Register' section contains a text prompt: 'If you have not set a password for your account use this option.' and a blue 'Set Password' button. At the bottom center of the page is a link for 'Privacy Policy'.

Step 6:

After you have signed in you will be taken to your My Profile page. Locate the My Events section to cancel or reschedule your appointment. If you want to reschedule your appointment time within the same event (same location and same date) press the Reschedule button. If you want to reschedule your appointment to a different date or location press the Cancel button and then return to the main home page to locate the event that you wish to schedule your new appointment.

The screenshot shows the 'My Profile' page. It has a form with fields for 'Email Address', 'First Name', 'Last Name', 'Old Password', 'Password', and 'Confirm Password'. Below the form is a blue 'Save' button. Below the form is the 'My Events' section, which contains a table with two rows of event information.

Event Name	Event Location	Event Room	Service Name	Appointment Date/Time	Add to Calendar	
Health Screening May 2021	Bloomington Hospital - Conference Room North - 619 W. 1st. St., Bloomington, IN 47403	Enter the door north of the main double glass door entrance to the MAB. Go straight down the hallway and take your first left and the room will be on the right side of the hallway.	Health Screening	5/20/2021 10:45AM		Cancel Reschedule Event Homepage
Health Screening May 2021	Methodist Hospital - Room DG 422A 1701 Senate Blvd., Indianapolis, IN 46202	Located on the ground floor below the Medical Library. Take the nearest elevator to the ground floor. Turn right out of the elevator area and the room will be down the	Health Screening	5/27/2021 10:45AM		Cancel Reschedule Event Homepage