1. Log into your Patient Portal from the RFUHC.com website

***If you are not a registered patient with the health clinic, please call the health clinic to register before creating a portal account. If you are registered and have not created a portal account, please use the emailed link to register so that your account can be linked to your portal***

2. Select “Log in with athenahealth”
3. Enter your login information. ***RFU Students must use their RFU email addresses. Please do not register more than once as this will cause errors in receipt of your results. For Password concerns please call the health clinics.***

4. Select “Schedule Now” on the home page
5. Select “testing” as reason for appointment and then select “Find Appointments”

6. Choose desired testing date on the calendar on the left, then select from available testing times on the right. **Please note that you will not be able to schedule within 24 hours, and that all testing scheduled on the portal is for Saliva testing at RFU in the IPEC.**
7. You do not need to enter anything in the “notes” section. Select “Schedule Now” if the date and time are correct.

8. Make sure that you see this confirmation page. If you do not get a confirmation, then the appointment has not been scheduled. You can also check your home page to view all scheduled appointments.