YOUR APPOINTMENTS

How To Request an Appointment On The Patient Portal

1. Select > **Appointments**

![St. Peter's Patient Portal with Appointments highlighted]

2. Select > **Request Appointment**

![Image of Sugar Cookie's Appointments with Request Appointment highlighted]
3. Choose something from all the boxes. Remember to always Select > V or downward arrow to see what you have to choose from, and then select the one you want. When you see the V or downward arrow on the portal, there is always a list you can choose from. When you've finished, Select > Continue to go to the next page.
4. If you just want the very earliest appointment possible, Select > **No Preference**. If you have a day and time in mind, click on it. You can type in more information about the appointment, too. When you’re done, Select > **Continue**.

5. If you want a different phone number than what’s already there, Select > **Other** and type in the number. You can type in more information in the box below if you want. Now Select > **Submit**. The message will go to your provider’s schedulers, and they will contact you to confirm the appointment. When the appointment is confirmed, you will receive an email alert letting you know that you have a new appointment, and you’ll be able to view it on your Patient Portal.