

# Schedule Your Biometric Screening

## Step 1: Log in to Wellness Portal

Go to: [portal.wellnessconceptslive.com](http://portal.wellnessconceptslive.com)

Yes

Is this your first time logging in?

No



Login **Username:** Employee ID#

Password **Password:** welcome

**Change your password.** Old Password is welcome.  
Create a new password and click *Submit*.

Change your password

Old Password

New Password

Confirm New Password

Login **Username:** Employee ID#

Password **Password:** Your personal password

**Forgot your password?**  
Click on the link titled "Forgot Your Password?" and follow the instructions. **Enter in your CCS email.**

[Forgot your password?](#)

Login

Read the waivers if prompted

**Scroll down** and read through the waivers. To consent, check the box at the bottom of the page and click *Save*.

I want to participate in this cooking demo/nutrition presentation. I recognize that it could present potential hazards including allergic reactions and other injuries as a result of activities, products and equipment used. By participating in this cooking demo/nutrition presentation, I for myself, my heirs, personal representatives do hereby release and covenant not to sue ALYFE from any and all damages, causes of action, claims and liability that might arise from my participation in this activity.

By checking this box, I am verifying that I have read and agree to the terms and conditions of both the BWC and Alyfe waivers. I understand that this pertains to my participation in onsite CCS Wellness programming.

Save

Follow the prompts to complete

You are now logged on to the Wellness Portal.  
*Continue to next page to register for an appointment*

# Schedule Your Biometric Screening

## Step 2: Register for an appointment

After logging in, at the top of the homepage, click "Schedule your Biometric Screening"

 [Schedule your Biometric Screening](#)

Under "Available sessions" click on "Please select a location". Click on a location from the drop down menu

Available sessions

Please select a location ▾

Columbus Education Center  
Fort Hayes Bus Compound  
Hudson Distribution  
Moler Transportation Center / Frebis

Please choose a location above to see date and time options.

Powered by  LMS

Click "Choose a Date" if there are multiple clinics for that location. Click on a date from the drop down menu

Available sessions

Hudson Distribution ▾

Choose a Date ▾

Please make a date selection above to choose a session time.

Open time slots will have a blue + sign next to them. Click on the blue + sign to register for a time slot

 + 3:00 PM - 3:15 PM

3 seats available

+ 3:15 PM - 3:30 PM

4 seats available

Confirm your registration by ensuring the details of your appointment are now visible under "Your Schedule". You will also see the word "registered" next to your appointment time.

Your schedule

Show expired events

Jan

27

2020

✘ 3:00 PM - 3:15 PM

Hudson Distribution ([show address](#))

Available sessions

Hudson Distribution ▾

< Jan 27, 2020 ▾ >

Hudson Distribution  
737 E. Hudson St.  
Columbus Ohio, 43211

✘ 3:00 PM - 3:15 PM

registered 

3:15 PM - 3:30 PM

4 seats available

To cancel an appointment, click on the red X next to the appointment time.

**BRING YOUR INSURANCE CARD WITH YOU TO THE CLINIC**