

INSTRUCTIONS TO REGISTER ONLINE FOR A FLU VACCINE APPOINTMENT

(Available to students who are 24 years old or younger and enrolled at Millersville University for the Fall 2009 Semester)

An information sheet about the H1N1 vaccine is available on the myville Portal.

→ Before you register for a vaccine appointment time, use the [Web Schedule](#) to search for available vaccination times. Choose “**Search by Subject,**” select the term “**H1N1 Vaccine Term 2009**” and then choose the subject “**H1N1.**”

→ Registration for flu vaccine appointments will open at 12 noon on Friday, November 13 on a first-come, first-served basis. Register for your flu vaccine appointment the same way you register for classes on your MAX account:



1. Click on the [Link](#) on Millersville University's home page.
2. Log into MAX with your **User ID** and **PIN**.
3. Choose the **Student Services** menu, select **Registration**, and then **Add/Drop Classes**.
4. For the **Term** select “**H1N1 Vaccine Term 2009**” and Submit.
5. Enter the **TAP number 999999** to access registration. *Only students enrolled in the Fall 2009 semester are eligible to register for a flu vaccination.*
6. Enter the **CRN** of the appointment time section you want and Submit Changes. *You can only register for one appointment time.*
7. You should see your **Current Schedule** listed with the appointment time you've chosen. To change your appointment time, select **Drop/Delete** from the **Action** drop-down menu and click on Submit Changes. This will remove the appointment time and allow you to submit the **CRN** for a different appointment time.
8. To view or print your appointment time, on the **Registration** menu, click on **View/Print Class Schedule**.
9. Print a **consent form** from the **myVille portal** and complete everything *but the signature* prior to your appointment.

Please arrive 10 minutes prior to your appointment time and be sure to bring your (unsigned) consent form and your MU photo ID.