

## 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.***