

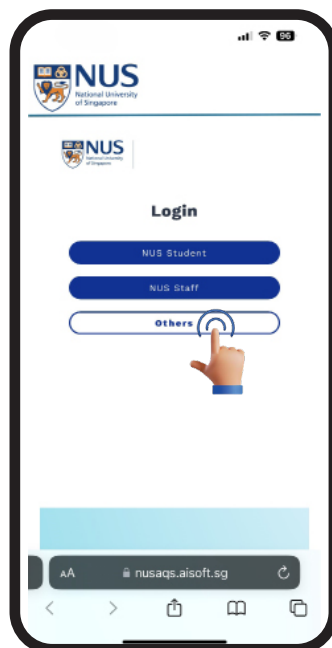
## New users - create an account



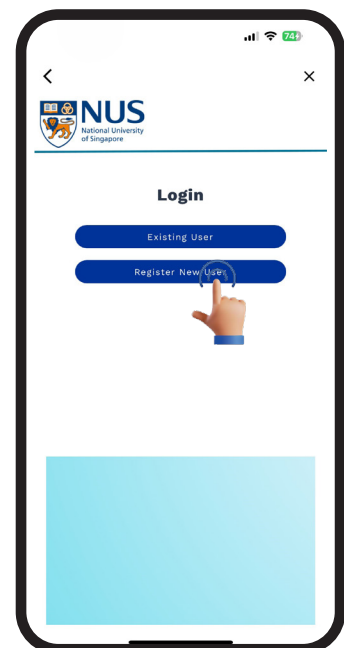
MyUHC



SCAN ME



2. Tap 'Others'.



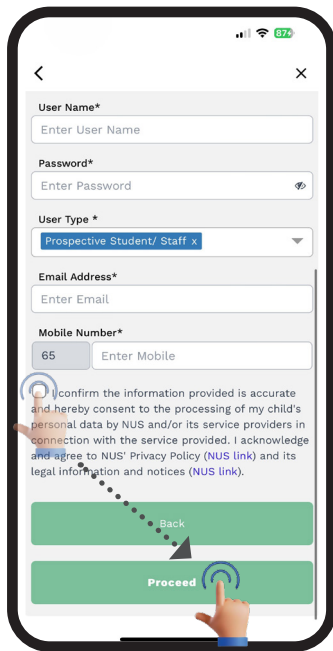
3. Tap 'Register New User'.

1. Scan the QR code or enter the URL link below  
<https://nusaqs.aisoft.sg/eappt/>

4. Enter your personal details.

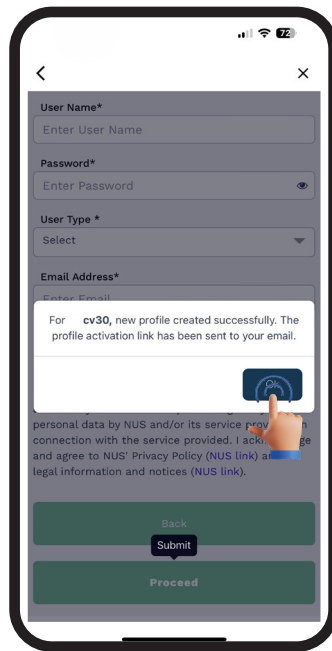
5. Tap the dropdown menu to select the User Type 'Prospective Student/ Staff' or 'Spouse of NUS Staff'.

6. For spouse of NUS staff, please enter the NUS staff's NUSID (e.g. samchew).



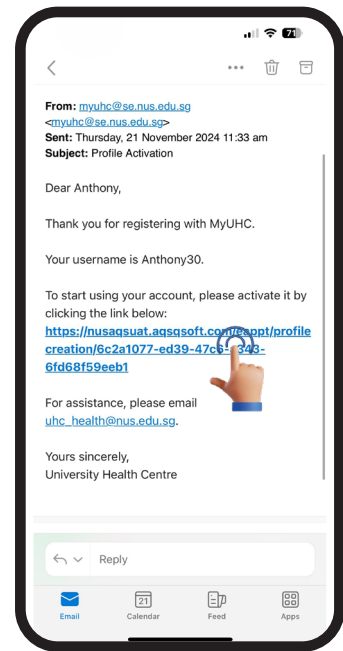
7. Select the checkbox and tap 'Proceed'.

For spouse of NUS staff, please proceed to step 11.



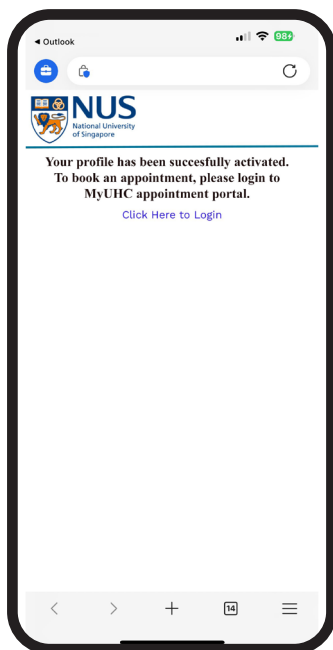
8. The profile activation link has been sent to your email.

Tap 'Ok'.

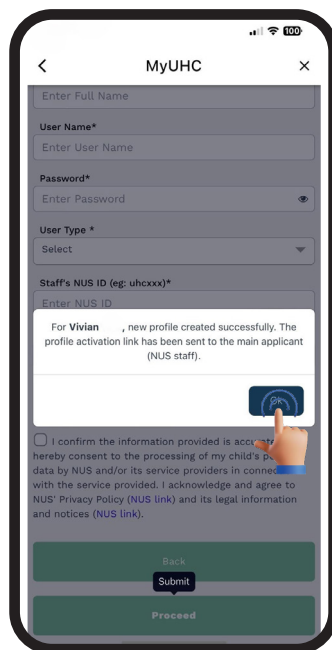


9. Check your personal inbox, including the junk and spam folder, for the email 'Profile Activation'.

Click on the link to activate your account.

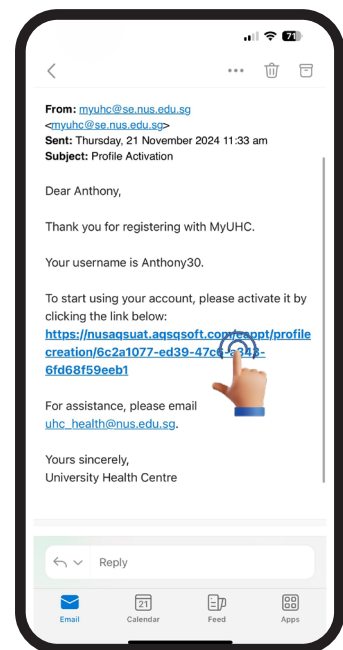


10. Profile activated successfully.



11. For spouse of NUS staff, the profile activation link has been sent to the NUS staff's email.

Tap 'Ok'.



12. Check the staff's NUS inbox, including the junk and spam folder, for the email 'Spouse Profile Activation'.

Click on the link to approve the spouse's request.

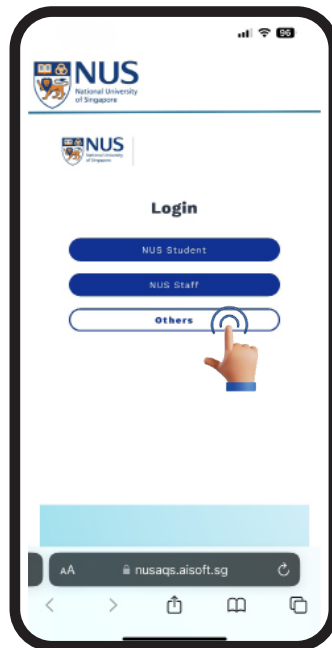
# Schedule appointment



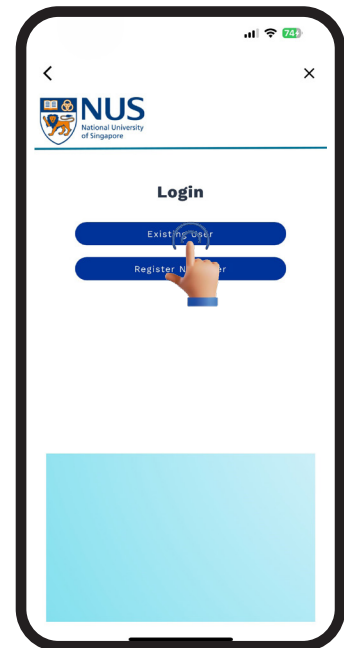
MyUHC



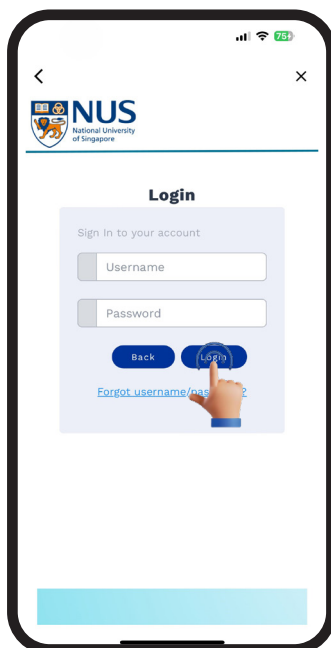
1. Scan the QR code.



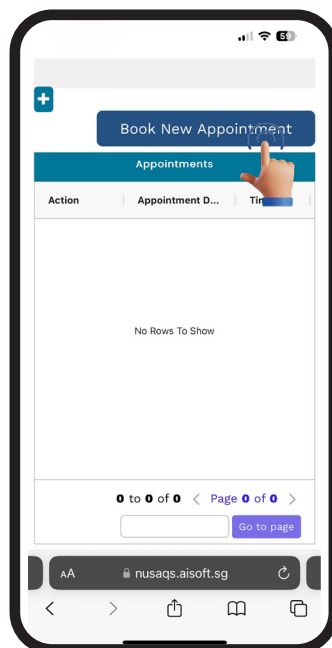
2. Tap 'Others'.



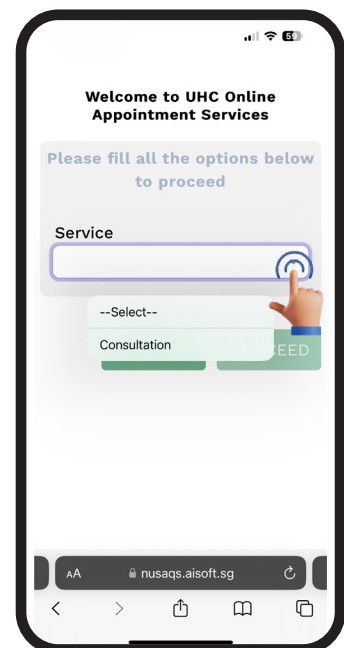
3. Tap 'Existing User'.



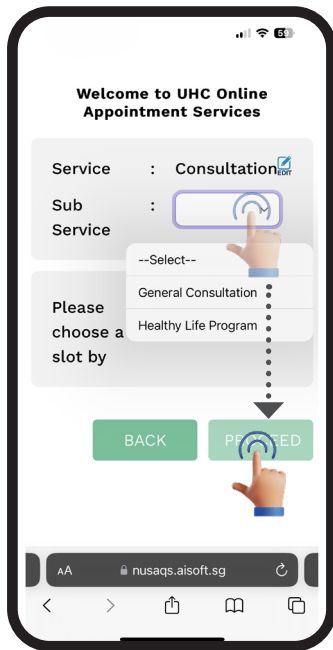
4. Enter Username, password and tap 'Login'.



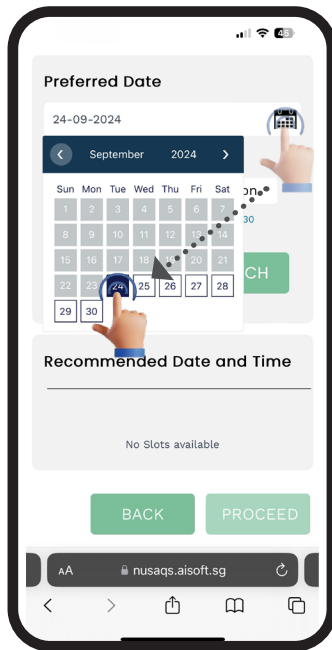
5. Scroll down/ right and tap 'Book New Appointment'.



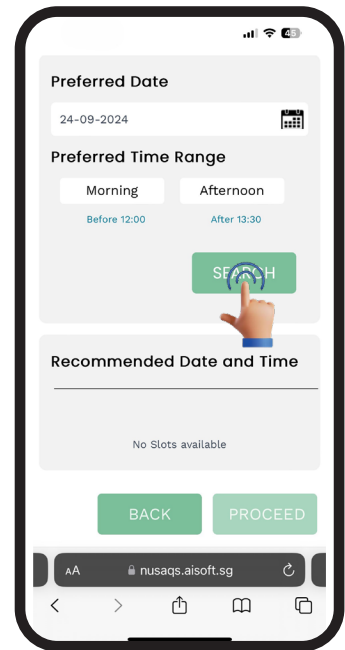
6. Tap the dropdown menu to select a service.



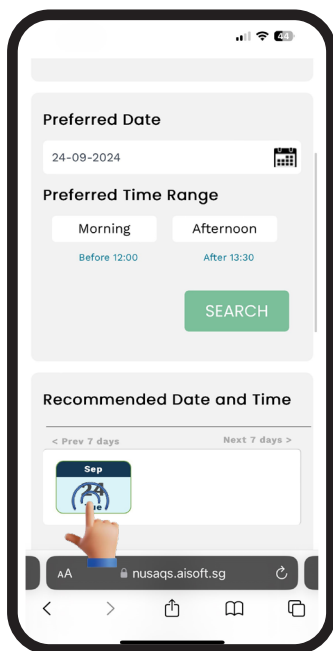
7. Select a sub service and tap 'Proceed'.



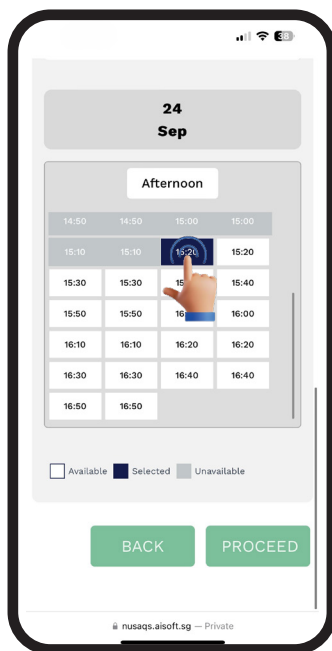
8. Tap the calendar and choose your preferred date or date range.



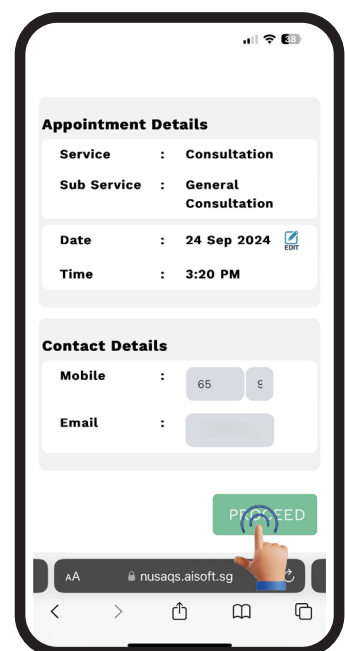
9. Tap 'Search'.



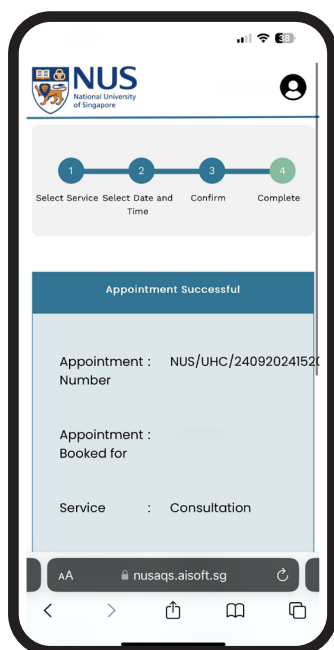
10. Select a date.



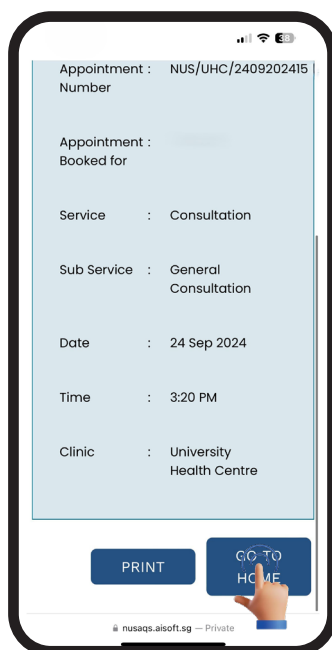
11. Select a time.



12. Review appointment details and tap 'Proceed'.

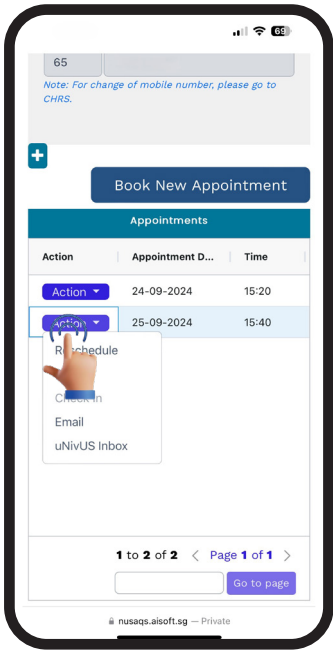


13. Appointment booked successfully.

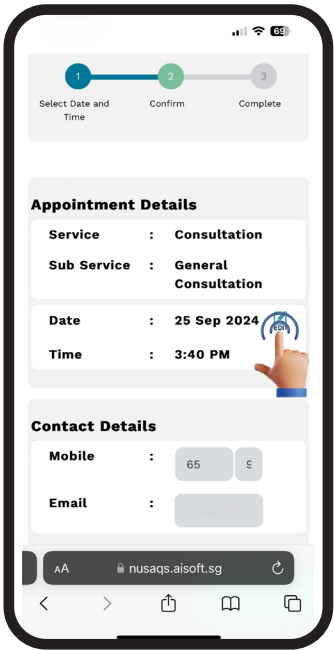


14. Tap 'Go To Home' to view appointment details.

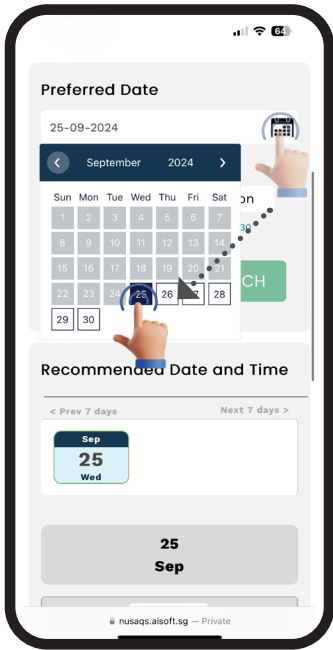
# Reschedule appointment



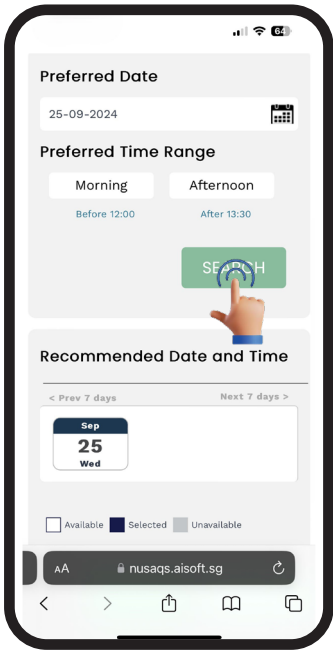
1. To change your appointment, tap 'Action' and tap 'Reschedule'.



2. Tap 'Edit'



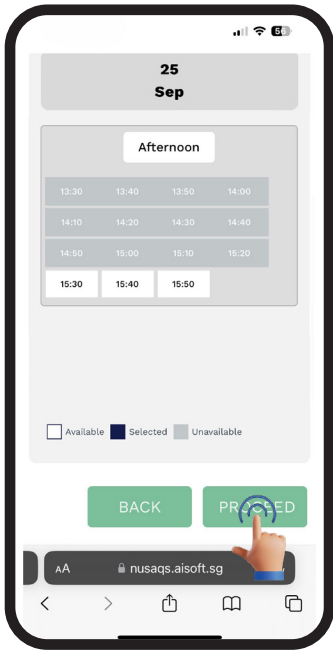
3. Tap the calendar and choose your preferred date or date



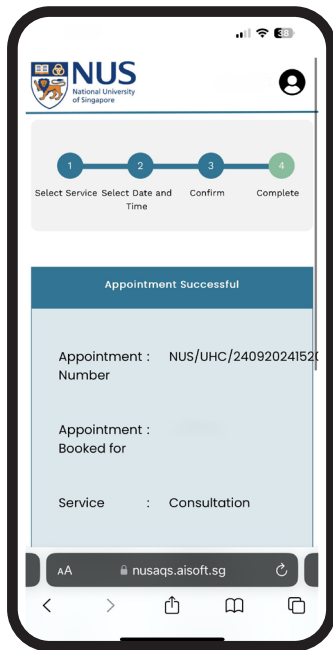
4. Tap 'Search'.



5. Select a date and time.

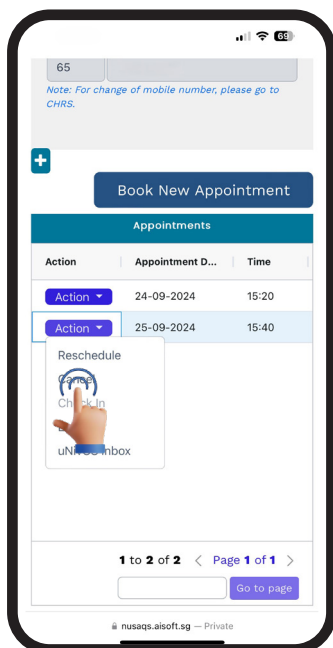


6. Tap 'Proceed'.

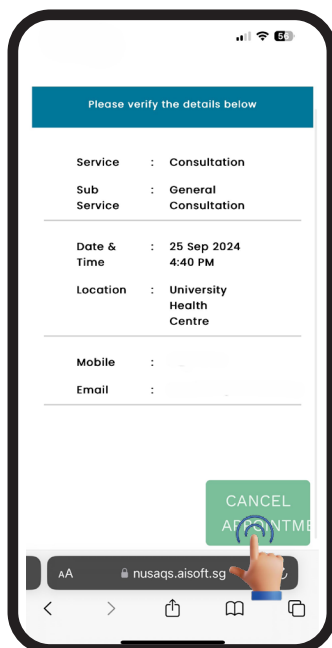


7. Appointment booked successfully.

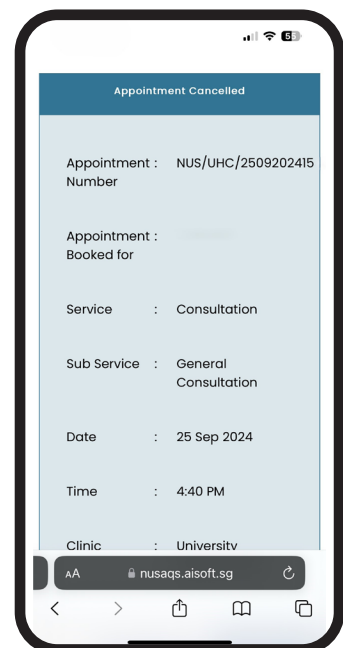
## Cancel Appointment



1. To cancel your appointment, tap 'Action' and tap 'Cancel'.



2. Tap 'Cancel Appointment'.



3. Appointment cancelled successfully.

# Add a child dependent and schedule appointment

The screenshot shows the 'Main' screen of the application. At the bottom, there is a blue button labeled 'Add Child +'. Above it, there are fields for 'Full Name\*', 'NUS ID\*', 'User Type' (set to 'Staff'), 'Email Address\*' (@NUS.EDU.SG), and 'Mobile Number' (65). A note at the bottom says: 'Note: For change of mobile number, please go to CHRS.'

1. Tap 'Add Child +' to add a child dependent.

The screenshot shows the 'Add Child Dependent Details' screen. It has fields for 'Full Name\*' (with a placeholder 'Enter Full Name'), 'NUS ID\*', 'Patient Type' (set to 'Child'), 'Email Address\*' (@NUS.EDU.SG), and 'Mobile Number' (65). At the bottom, there is a checkbox and a paragraph of text: 'I confirm the information provided is accurate and hereby consent to the processing of my child's personal data by NUS and/or its service providers in connection with the service provided. I acknowledge and agree to NUS' Privacy Policy (NUS link) and its legal information and notices (NUS link).'

2. Enter the child's full name.

This screenshot is identical to the previous one, but with a hand icon pointing to the 'Submit' button at the bottom right. The 'Patient Type' dropdown is also visible, set to 'Child x'.

3. Tap on the checkbox and tap 'Submit'.

The screenshot shows the 'Main' screen with a blue banner at the top that says 'SUCCESS Child profile created successfully'. The 'Add Child +' button is now a plus sign. The 'Child 1' tab is selected at the top.

4. Child dependent added successfully.

The screenshot shows the 'Child 1' screen. It has fields for 'Full Name\*', 'NUS ID' (with a placeholder 'Enter NUS ID'), 'User Type' (set to 'Child'), 'Email Address\*', and 'Mobile Number' (65). A green 'Submit' button is at the bottom.

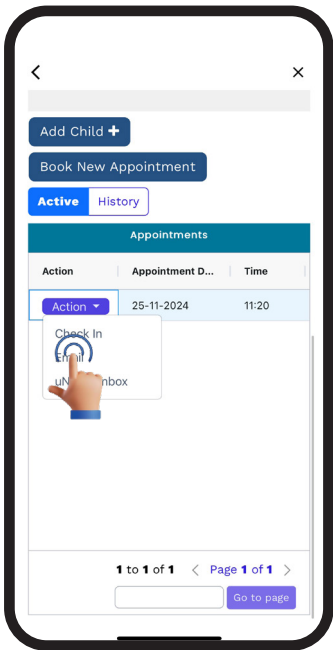
5. Tap 'Child 1' to view child's profile and appointment.

The screenshot shows the 'Book New Appointment' screen. It has a green 'Submit' button at the top, a blue 'Book New Appointment' button, and a table with columns 'Action', 'Appointment', and 'Time'. The table is empty with the text 'No Rows To Show' below it. At the bottom, there is a pagination bar showing '1 to 2 of 2' and 'Page 1 of 1'.

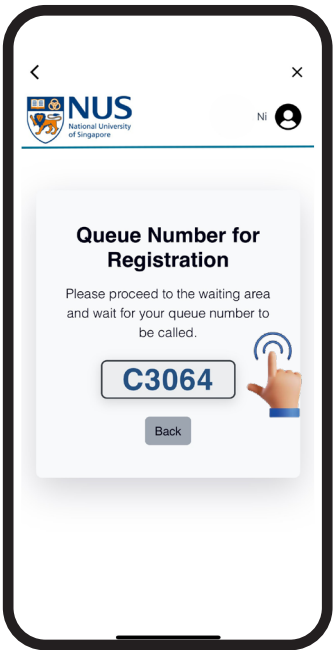
6. Tap 'Book New Appointment'.



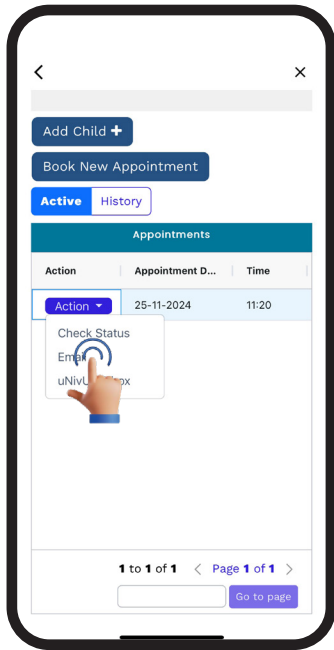
# Mobile Check-in



1. To get a queue number for registration, tap 'Action' and tap 'Check In'.

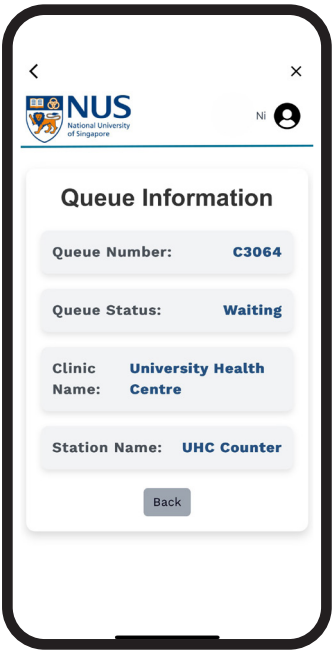


2. Wait for your queue number to be called for registration at the clinic.



3. To check queue status, tap 'Check status'.

For specialist appointment, please proceed to the specialist clinic.



4. Queue status displays as 'waiting'. For missed queue, please proceed to any of the counter for assistance.