

mySHS Portal Instructions- Groups Sign Up

Step 1: Log onto uwec.edu/shs to get to the **Student Health Service website.**

Step 2: Log onto mySHS using your university username and password.



Click on this icon to get to the website tabs in mobile view

Step 3: Under the **Groups/Workshops** tab please select:

- Available dates of Groups will be shown

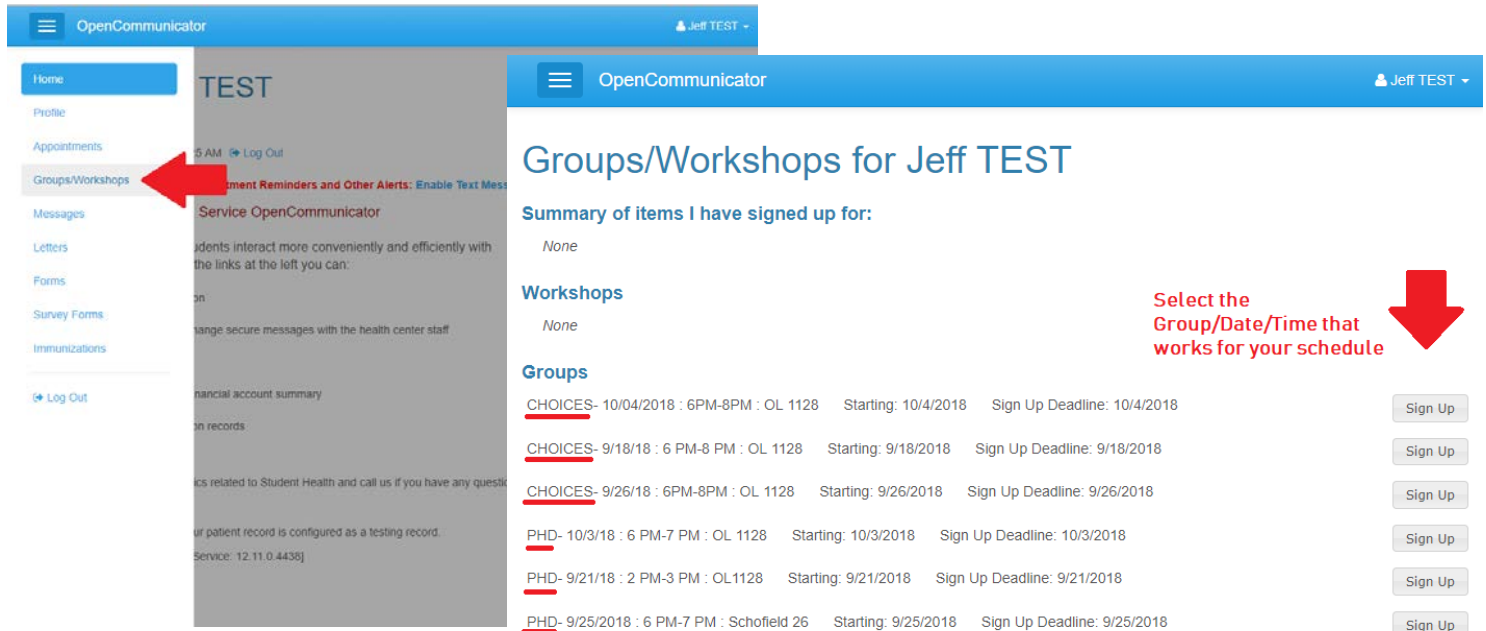
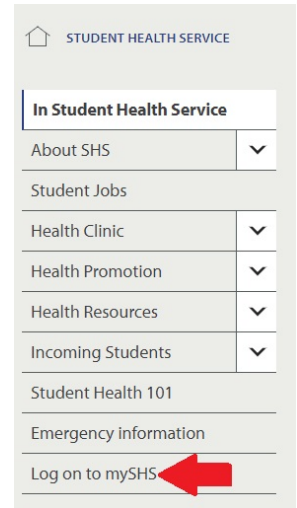
Step 4: Select the Sign Up button from the list of available dates

- Click OK to confirm Sign Up

Step 5: Once confirmed, under *Summary of items I have Sign up for:* it will show any groups you have signed up for.

- Select Remove if you need to choose a different Group/Date/Time
- Deadline for signing up will be the night before the Group date.

Step 6: Log out and close the browser window.



Select the Group/Date/Time that works for your schedule

