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.

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.