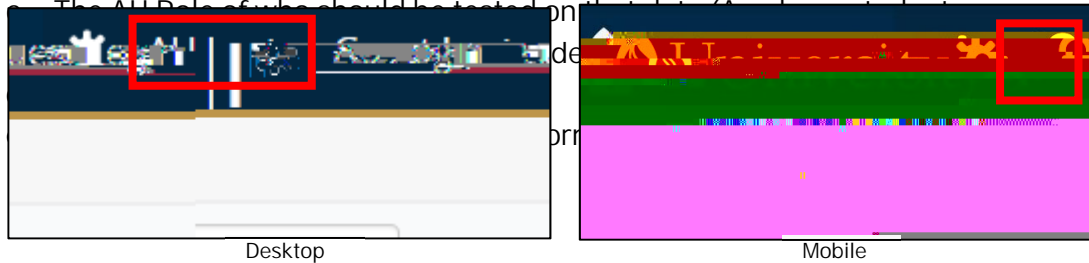


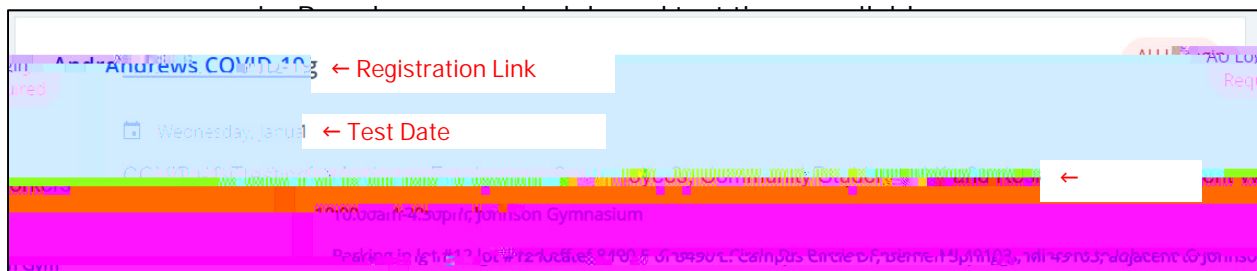
COVID-19 Test Reservation Guide

1. Using a web browser, go to the following address:
<https://banner.andrews.edu/SelfServiceBannerGeneralEventManager/ssb/events#!/eventList>
2. Log into Banner using either the "AU Login" text [desktop] or Padlock icon [mobile] in the top right corner of the screen.

- a. NOTE: The "AU Loa. Date specific registration link
- b. Test Date



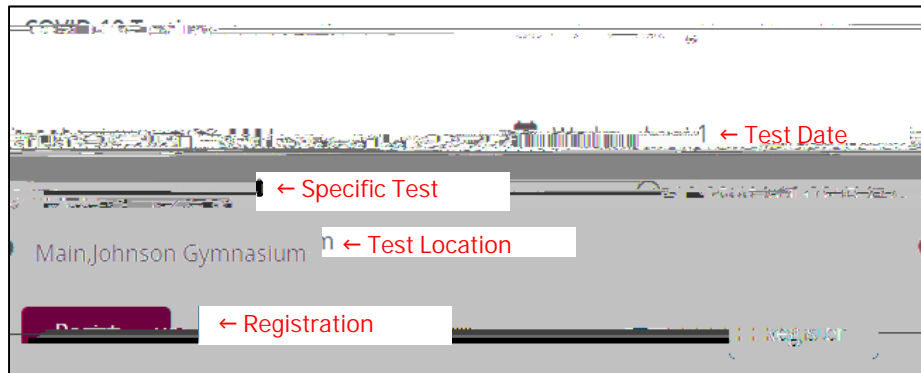
4. To register for a test, you will need to make two selections:
 - a. First-the date of your test
 - i. Based first on your University role and then secondly on available dates
 - b. Second-the time of your test



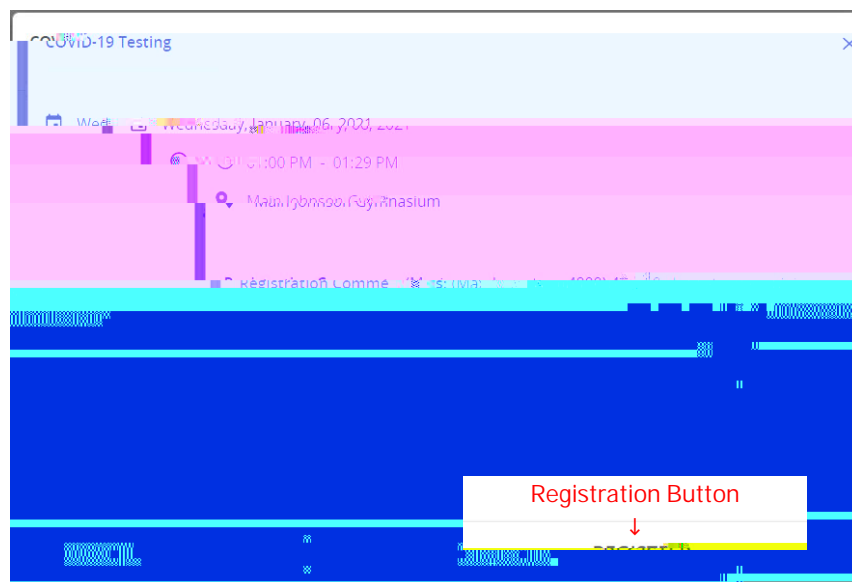
- a. NOTE: This does not complete the registration process. You must also select a specific test time.
6. This will then display both the directions and the test times available for that date.

COVID-19 Test Reservation Guide

7. Read through the directions and continue to scroll down to the available test times
8. Each test time (30 minute increments) has its own section with a set capacity.



9. Find a test time that is available and select the "Register" button.
10. This will open a final dialogue box. Select "REGISTER" to complete the reservation process.
 - a. NOTE: You are not required to enter any text in the comment box.



11. Once complete a green colored dialogue box will appear in the top right corner indicating that you have completed your registration.

