COVID-19 Test Reservation Guide

1. Using a web browser, go to the following address:
   https://banner.andrews.edu/SelfServiceBannerGeneralEventManagement/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 Login Required” with the red background is not a link/button, it is only a text reminder that you will need to login before reserving a date.

3. Once logged in, you will see a section for each test date. Each section contains the following information:
   a. Date specific registration link
   b. Test Date
   c. The AU Role of who should be tested on that date (Academy students, community students, resident hall students, employees, etc)
   d. Test Location (Johnson Gym)
   e. Test Information (Test procedure, Informed Consent)

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
      i. Based on your schedule and test times available.
   c. NOTE: You will only be able to make one reservation.

5. To select the date, locate a test according to your role and appropriate date, and select the Registration Link titled “Andrews COVID-19 Testing”.
   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.
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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.