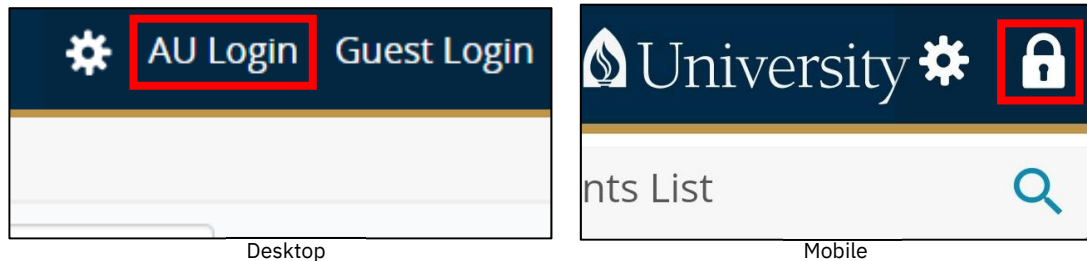


COVID-19 Test Reservation Guide

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 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)

[Andrews COVID-19 Testing](#) ← Registration Link AU Login Required

📅 Wednesday, January, 06, 2021 ← Test Date

COVID-19 Testing for Andrews Employees, Community Students, and Residence Life Student Workers ← AU Role

10:00am-4:30pm, Johnson Gymnasium ← Test Time Range & Location

Parking in lot #12 located off of 8490 E. Campus Circle Dr, Berrien Springs, MI 49103, adjacent to Johnson Gym

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.

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.

COVID-19 Testing

📅 Wednesday, January, 06, 2021 - Wednesday, January, 06, 2021 ← Test Date

🕒 10:00 AM-10:29 AM ← Specific Test

📍 Main,Johnson Gymnasium ← Test Location

[Register](#) ← Registration

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.

COVID-19 Testing

📅 Wednesday, January, 06, 2021

🕒 01:00 PM - 01:29 PM

📍 Main Johnson Gymnasium

Registration Comments: (Maximum characters: 4000) 4000 characters remaining

Enter your comments here

Registration Button

CANCEL | REGISTER

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

