Completing Occupational Medicine questionnaires in myCority

If you have scheduled an appointment with Occupational Medicine at Cornell Health, you may have a questionnaire (or more than one questionnaire) to complete before your visit.

Filling out your questionnaire(s) before your appointment will save you time during your visit, and will ensure that your health care provider has the information needed to provide you with appropriate care.

Instructions for completing questionnaires

Individuals with a Cornell NetID:

- 1. Log in to myCority using your NetID and password.
- 2. There will be a number on the Questionnaire icon if you have any questionnaires to complete before your appointment.
- 3. If you have a questionnaire(s) to complete, **click the Questionnaire icon**.
- 4. Select the questionnaire, and answer all questions. (You may select "Save" if you need to stop and finish later.)
- 5. Select **Submit** at the top of the page to submit your questionnaire. You will see a "Success Record submitted" confirmation.
- 6. Log out of myCority or close your browser to protect your personal information.

Individuals without a Cornell NetID:

- 1. Click on the link that you receive in your email from Occupational Medicine.
- 2. Select Applicant.
- 3. Select Next.
- 4. Enter your **Temporary ID** from the email you received.
- 5. Enter your Last Name and First Name.
- 6. Select Next.
- 7. **Answer all questions** in the questionnaire. At any point, you may select "Save" to save and return to your answers.
- 8. Select **Submit** at the top of the page to submit your questionnaire. You will see a "Success Record submitted" confirmation.
- 9. Log out or close your browser to protect your personal information.

Questions?

Please contact Occupational Medicine at <u>occmed@cornell.edu</u> or 607-255-6960.