



Adding an Appointment

1. Navigate to the Member Access landing page and select the **Add** button.
2. The "Add Appointments" pop-up appears.
3. Select the **Unit Name** from the drop-down list or enter the name in the field provided.
4. Enter the member's **Email** (if not auto-filled). *You will receive an email notice of the appointment.*
5. Select the **Service Center** from the drop-down list or enter the center in the field provided.
6. Select the **Appointment Type** from the drop-down list or enter the type in the field provided.
7. Select the **Priority** from the drop-down list or enter the priority in the field provided.
8. Use the **Calendar** button to select the **Date** or enter the date in the field provided.
9. Select the **Time** from the drop-down list or enter the time in the field provided.
Time entries are measured in five minute increments and are designated in the military, 24-hour format.
10. Select the **Add** button to complete the transaction.
11. The pop-up closes, and the Appointment appears on the **Appointments** grid, highlighted in green.

The **Member Access** feature allows members to view issued materiel and add, update, and cancel appointments for the member. To access the site, enter **<https://member.dpas.dod.mil/>** on your Internet browser.

Add Appointments

Member Information

* Member/EDIPI
Christopher Elliott ()

* Unit Name
CLE001

Phone

* Email

Location

* Service Center
274th CIF

Appointment Type

* Appt Type
Full Individual Issue

* Priority
Routine

Est Appt Length

Appointment Time

* Date
10/1/2018

* Time
10:00

✓ Add Cancel



Updating an Appointment

1. From the Member Access landing page, select the **Checkbox** of the desired entry.
2. Select the **Edit** button.
3. The "Update Appointments" pop-up appears.
4. The **Member/EDIPI** and **Service Center** are Read Only.
5. All other fields can be updated as performed in the **Add Appointment** procedure.
6. When all changes are made, select the **Update** button to complete the transaction.
7. The pop-up closes, and the Appointment appears on the **Appointments** grid, highlighted in green.

Reports

Search Criteria

* Member's EDIPI * Member's Last Name

Member Reports

Member Logistics Program UIC

☐ Christopher Elliott (1096405933) CO-LEARN CLE001

Selected 0/1 Page 1 of 1 5 items per page 1 - 1 of 1 items

Appointments

Appointments

☒ All ☐ Service Center Appt Date Check-In Time

☒ IF 10/04/2018 10:00

Selected 1/1 Page 1 of 1

Update Appointments

Member Information

* Member/EDIPI Christopher Elliott (1096405933)

* Unit Name CLE001

Phone

* Email CHRISTOPHER.ELLIOTT@EDOS.COM

Location

* Service Center 1

Appointment Type

* Appt Type Full Individual Return

* Priority Routine

Est Appt Length 45

Appointment Time

* Date 10/4/2018

* Time 10:00

Any changes made to your appointment generates an email notice to the email address on the appointment.



Canceling an Appointment

1. From the Member Access landing page, select the **Checkbox** of the desired entry. *Multiple appointments can be selected at one time.*
2. Select the **Cancel Appt(s)** button.
3. The "Cancel Appointment(s)" pop-up appears.
4. Select the **Cancellation Reason** from the drop-down list.
5. Select the **Cancel Appt(s)** button to complete the cancellation.
6. The pop-up closes, and the Appointment is removed from the **Appointments** grid.

Reports

Search Criteria

* Member's EDIPI * Member's Last Name

Member Reports

Member	Logistics Program	UIC
<input type="checkbox"/> Christopher Elliott (100443511)	CO-LEARN	CLE001

Selected 0/1 Page 1 of 1 5 items per page 1 - 1 of 1 items

Appointments

<input type="checkbox"/>	All	Service Center	Appt Date	Check In Time	Full Appointment Length	Appointment Type	Member	UIC	UIC Name	Priority	Status	Reference Nbr
<input checked="" type="checkbox"/>		IF	10/04/2018 10:00		45	Full Individual Return	Elliott, Christopher	CLE001	ASGARD	Routine	Scheduled	

Selected 1/1 Page 1 of 1 5 items per page 1 - 1 of 1 items

Cancel Appointment(s)

Cancellation Reason

Select an Item

Cancel Appt(s)