## Making Appointments

1. From the My Health Online front page, click on My Account, select Appointments from the menu on the left of the screen. Click here to book a new appointment.

   Click here to book a new appointment

2. Select an appointment from the list, or use the drop down filters to edit the selection.



3. Select an Appointment and click the **Details** link, check the Appointment details and click **Book Appointment**.

4. Click **Confirm Booking** to complete.

5. You will receive an **Appointment Details: Successful message** on screen and an email to confirm this booking.

## Cancelling Appointments

1. From the My Health Online front page, click on My Account, select Appointments from the menu on the left and review your booked appointments.

2. Click Cancel for the appointment you wish to delete. Select a cancellation reason from the drop down list.

3. Check the details, and then click Cancel.

4. You will receive a confirmation message on screen and an email to confirm cancellation of this appointment.

Fy Iechyd Ar-lein
My Health Online

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My Health Online
Patient's User Guide
Online Appointments
V1.0

www.myhealthonline-inps.wales.nhs.uk

## Creating A My Health Online Account

You will have received a letter from you GP Practice. This will contain:

- **Website Address**
- **Practice ID**
- **Patient ID (NHS number)**
- **The Registration Token**

You will need these details to create your My Health Online account.

To Create your Account:

1. Open your Web Browser, go to www.myhealthonline-inps.wales.nhs. uk , click on the My Account tab.

2. Click on the Register button, this will open the My Health Online Register screen.



3. Type the **Practice ID** in the required field.

4. Type your **Patient ID** in the box.

5. Type your **Registration token** in the box.

6. Create a **username.** This must be unique. If the name already exists, registratio will fail, change he username and continue.

7. Create a **password**, this must be at least 6 characters long and must contaion at least one number or upper or lower case letter. Passwords are case sensitive.

8. Retype the password in the Confirm Password box.

9. Click the tick box to agree terms & conditions and privacy policy.

10. Click the Register button to complete the registration process. You will need to activate your My Health Online account before it can be used.
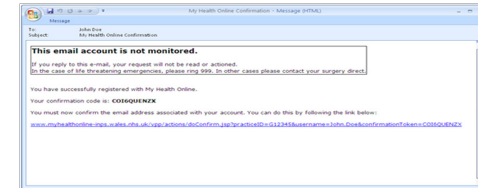


11. You will receive an email message, with a link to activate your account. Click on the link.

12. Your My Health Online account is now active. You can now sign in and proceed to book or cancel appointments.

## Sign In

1. Go to the website www.myhealthonline-inps.wales.nhs.uk.

2. Click on the My Account tab, type your Practice ID in the required field.



3. Type your username; then type your password in the password box. Remember your password is case sensitive.

4. Click the Login button; you now have access to My Health Online.