How to Register via Quest Registration site

• Visit [My.QuestForHealth.com](http://My.QuestForHealth.com)

• Use the **Create Account** area, enter the registration key (**columbiauniversity2022**), and select the **Register Now** button

• Once you’ve established an account during the initial registration process, use the **Log In** area for any subsequent entries into the site. Enter your **username** and **password** and select the green **Log In** button
  • If you’ve forgotten your login information, use the **username** link to retrieve your username or the **password** link to reset your password
• Read through the Quest Diagnostics Terms and Conditions
• Scroll to the bottom and select the **Accept & Continue** button
• Under **Confirm Your Eligibility**
  • Enter your First Name, Last Name, Date of Birth, and UNI ID* and relationship to the organization
  • *UHC Members enter your member ID and non-UHC members enter your UNI
  • Your relation should be **Employee**
  • Select the green **Continue** button
• If you receive this screenshot below:
  • We are unable to find you. Make sure what you provided is your correct and legal information.
  • Click **OK** - in the pop up box
  • Verify your information
  • Select **Continue** – *again* and the site will allow you to proceed
• Create a username and password
  • This step creates your user profile in the Quest registration site. The username and password created will be used for all subsequent log ins
  • The password must be at least 8 characters long, include a number or special character, and include at least 1 uppercase and 1 lowercase letter
• Select the green **Continue** button
• Verify/complete the information under **Enter Your Information**
  • Please note that an email address is required and will be used in a case where you need to retrieve your username or reset your password
• Verify/complete the information under **Mailing Address**
• **Communication Preferences**
  • Select if you would like to receive appointment reminders from Quest Diagnostics (E-mail and/or text messages)
• Select the green **Save** button
How to complete registration for Onsite event:

- To schedule an appointment at one of the three Health Screening events by Columbia University HR Benefits, in the **Biometric Screening** section, under Onsite Event’s, select the **Make an Appointment** button.
• Select the onsite event location where you’d like to complete your screening
• Select the **Continue** button
• If you wish to change the location, select the **Change** button in the top right-hand corner of the screen.
• This will allow you to select another campus location.
• Select the **Time** you would like to complete your screening. *Note: Unavailable times will not display*
• **There may be a time you’re interested in – please check back to see cancelations times have opened**
• Select the **Continue** button
• Verify that all the appointment details shown on the screen are accurate
• select the **Confirm** button
  • **NOTE:** Your appointment is **not scheduled** until you select the **Confirm** button

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**Location**
Alfred Lerner Hall
2920 Broadway
New York, NY 10027

**Date & Time**
Wednesday, Nov 2, 2022
8:15 AM

**Review & Confirm**
[Confirm] [Cancel]

*Your appointment is not scheduled until you click confirm.*
• Once your appointment has been scheduled you will arrive at the **Confirmation** screen
• Select the green **Back to Dashboard** link to return to the dashboard

Your wellness screening has been scheduled at the below location.

**Onsite Event's**
Alfred Lerner Hall
2920 Broadway
New York, NY 10027
Wednesday, Nov 2, 2022
8:15 AM

**Prepare For Your Appointment**

- Drink plenty of water prior to your appointment
- Continue to take all medications as prescribed by your healthcare provider

Fasting is recommended by **NOT** required. If you eat or drink before your appointment, you are still eligible to receive your results.

For questions, contact the Health & Wellness Service Center: **844.350.4779**
• On the dashboard, you will be able to see your scheduled appointment
• You can select the green **Download to Calendar** link to add the appointment to your calendar
• If needed, you can use the green buttons to **cancel** or **reschedule** your appointment
• If you need to **cancel**, we would appreciate you cancel your appointment for someone else

• Please be cautious of the timeslot – if you need to **reschedule** – select the reschedule button for other available times or location

• Based on open availability – walk-ins are available
• Walk-ins are available, but limited based on registrations - not guaranteed depending on timeslots – scheduled appointments take priority

**Thank you! We look forward to seeing you at the events.**