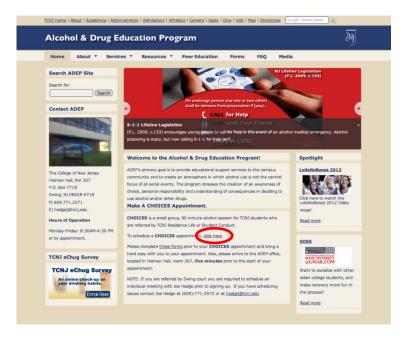
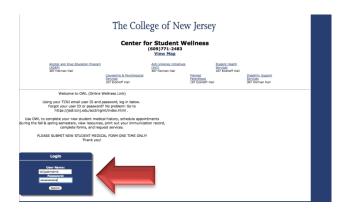
## **How to Sign-up for CHOICES**

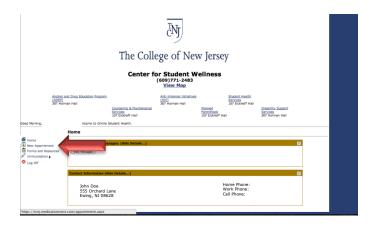
- 1. When signing up for CHOICES, first go to TCNJ's ADEP website. On the home page, there is a box that says "Make a CHOICES Appointment."
- 2. Click on the link next to "To schedule a CHOICES appointment." This link is circled in red below.



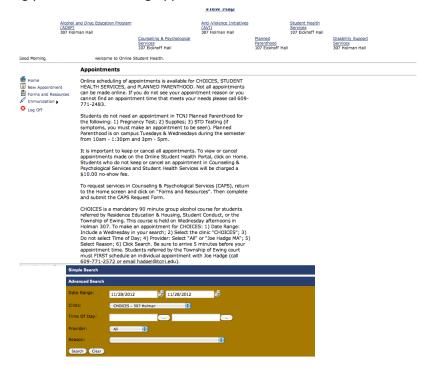
3. The link will bring you to the Center for Student Wellness log-in page. Log in with your TCNJ email username and password.



4. Click on the "New Appointment" tab on the menu on the left of the page.



5. The link will bring you to the following Appointment scheduler:



6. Then select a range of dates that work for you from the drop-down calendar. We recommend choosing a few weeks at a time in your date range will allow you to see more group session times.



7. After you select the range of dates, then select the clinic. Choose "CHOICES – 307 Holman."



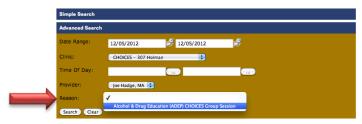
8. Next choose the time of day for your CHOICES group session. We recommend that you choose "Any Time" to see a list of available group session times.



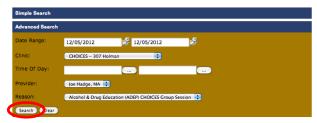
9. You will then select "Joe Hadge, MA" as the provider.

	Simple Search Advanced Search	
	Date Range:	12/05/2012
	Clinic:	CHOICES - 307 Holman
	Time Of Day:	
	Provider:	✓ All Joe Hadge, MA
	Reason:	•
	Search Clear	

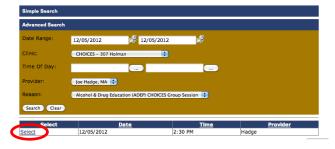
10. Then select "Alcohol & Drug Education (ADEP) CHOICES Group Session as your reason.



11. Finally, press "Search," and you will be given a list of available group session times. If no group session times are available, try a different date range.



12. Press "Select" to choose a group session time that works for you.



13. The link will bring you back to the Center for Student Wellness home page. Now you will see your scheduled CHOICES group session in the "Currently Scheduled Appointments" category. If you need to cancel for any reason, you may click the "X" to cancel your group session.

