



Adding an Appointment

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.

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.





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

Search Reset

Member Reports Grid Options Individual Issue Temporary Loans Unit Issue

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 Grid Options Edit Cancel

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.L.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

6 Update Cancel

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

Search Reset

Member Reports Grid Options Individual Issue Temporary Loans Unit Issue

Member Logistics Program UIC

Christopher Elliott (09544531) CO-LEARN CLE001

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

Appointments

Appointments Grid Options + Add Cancel Appt(s) Check In Check Out

<input type="checkbox"/>	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)

