

**DPAS Quick Reference Guide** 

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The Member Access feature allows members to

enter https://member.dpas.dod.mil/ on your

view issued materiel and add, update, and cancel appointments for the member. To access the site,

http://dpassupport.golearnportal.org

## Appointments

## **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.

Internet browser.

- 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.

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DPAS Quick Reference Guide



## **Updating an Appointment**

It may not be

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- 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.

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Appointments

## **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.

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- 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.

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