

How to make an appointment

■ Access the reservation site

<https://keio-health-center.rsvsys.jp/>



The login ID is your 8-digit student ID number or 6-digit staff ID number

The password is the 8 digits of your date of birth

*E.g.) April 23, 1990 → 19900423

- (1) Log in
- Enter your 8-digit student ID number or 6-digit staff ID number as the ID
 - Enter your 8-digit date of birth as the password
 - *Date of birth = yyyyymmdd

- (2) Please select the location of your checkup. Then select the date and time that you would like to be seen.
- If you make a mistake, you will not be able to undergo a checkup on the day of your appointment.**

- (3) Confirm the appointment details, and if there are no issues, click "Make an appointment" to register the appointment or click "Return" if you wish to amend.

- (4) The reservation is complete. Please reconfirm the precautions for making appointments and be sure to visit the clinic during your scheduled time.

Procedures for confirming appointments, changing appointments, and checking availability

Please note that **appointments cannot be changed immediately prior to your health checkup's scheduled date and time.**

(1) Access the reservation site and click "Login"

(2) Click "My Page" on the upper right

(3) Click "Check your appointments" → Click "予約内容(Appointment details)" in the list of reservations

(4) Appointment details can be confirmed on this page. To amend an appointment or check availability, click "Change appointment" at the bottom of the page

(5) Check the precautions and select your desired date and time for undergoing a medical examination

(6) Confirm the changes to the appointment, and if there are no issues, click "Amend reservation."

(7) A pop-up window will be displayed. If there are no issues, click "Yes."

(8) The appointment has been changed. Changes to the appointments are complete once this screen is displayed. *If the procedures are abandoned at any point, or if you click "変更をやめる (Abandon changes)" in the upper right corner after step (5), no changes/cancellation will be made to the appointment.