# Cowboy Care | User Guide

### A Telehealth Solution for OSU Institute of Technology Employees

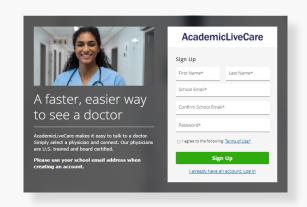




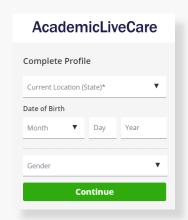
## How to Sign Up



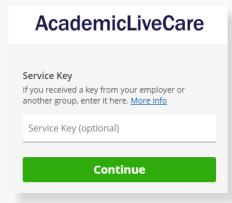
Visit <u>academiclivecare.com</u>, click 'Get Connected' and then 'Visit Amwell' in the pop-up window.



2 Sign Up for AcademicLiveCare using your work email address or Log In if you already have an account.

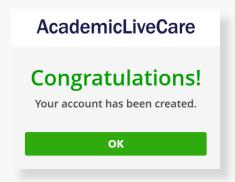


3 Complete your profile.





When prompted to enter a Service Key, enter **ALC** and press 'Continue'. The service key unlocks all AcademicLiveCare services available to you. When a service key is not entered, an error message will appear after sign-up is complete. If you see this message, click Add a Service Key and enter **ALC**.

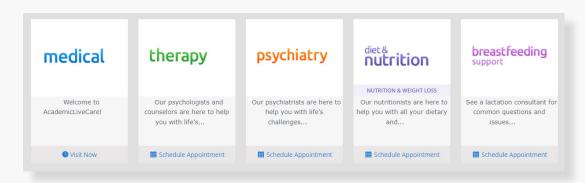


Now that your account has been created, you're ready to Get Care!

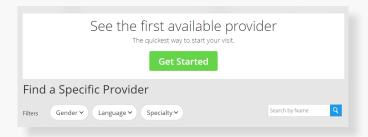
### How to Get Care

Your Home Page will reflect all services available to you. Select the care applicable to your needs.



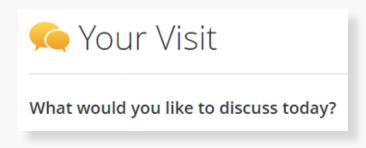


For Medical/Urgent Care, click 'Get Started' to see the first available provider or find a specific provider by using the search and filter tools.

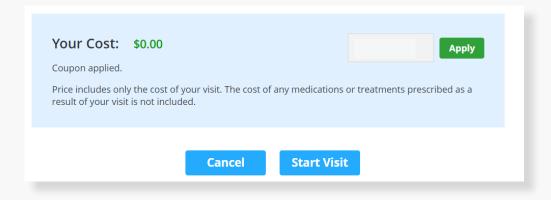




Provide details about your visit and acknowledge that you have read the Notice of Privacy Practies and agree to the Terms of Use.

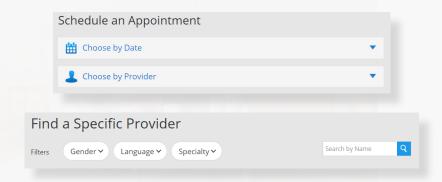


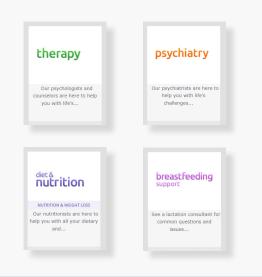
On the payment screen, enter Coupon Code **OSUITEE** and click 'Apply' to make the cost of your visit free. Click 'Start Visit' to be connected to the provider.

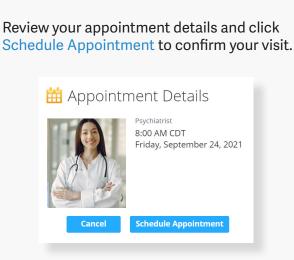


### How to Get Care

For all other care, schedule a virtual visit by selecting your preferred date to see a list of available providers and appointment times. Or, find a specific provider by using the search and filter tools.

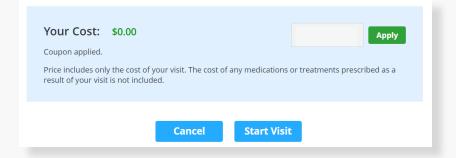






At the time of your appointment, right before you are connected to the provider, you will be asked to provide details about your visit.

Enter Coupon Code **OSUITEE** and click 'Apply' to make the cost of your visit free. Click 'Start Visit' to be connected to the provider.



#### Now, it's time for your appointment!

- · Your provider will thoroughly review your intake form before starting your visit.
- While you wait, a brief overview will play, easing you into the care environment, making you feel right at home with telehealth.
- Your provider will take progress notes during your visit and wrap up your visit details once your visit has ended.
- A visit summary will be sent to you via a secure message, accessible any time via the secure inbox, located right on your dashboard.