Guide to schedule a test in eScheduling (DCS applicants)

*For best ease of use, please note:

- This process needs to be done from a computer (not a mobile device).
- Use Internet Explorer if possible
- Popup Blockers will need to be turned off or your browser will likely give you an error message between step 6 & 7 that states it blocked a pop up window and it will give you options to allow pop-up windows from the site – select option to either temporarily allow pop-ups from this site or to always allow pop-ups from this site.

1. Go to the homepage/login for Alere Toxicology:

   https://www.aleredatalink.com

2. Sign in with the Remote ID: 115394
   User ID: DCSAPP
   Password: dcs@2019

   If you try this password twice and it does not work, please call 317-269-3030 immediately!

3. Once you are signed in, you will see the following menu bar options - select “Scheduling” – then “eScheduling” (hover the cursor over “Scheduling” and you will see “eScheduling” to click on)

4. On the next screen, select “eScheduling New”

If you have any questions, please contact DISA Indiana/MTS at 765/894-3453 (Paula Zimmerman) or 317/269-3030 (Admin Department).
5. From the Facility field drop down menu, select your agency (you should only see one option), type in your full SSN with dashes (xxx-xx-xxxx), select Donor SSN radio button, and type in your name.

6. Select “Schedule Now”:

7. A new window will open up where you will make the following selections:

   a. Email Address – type in your email address
   b. Reason for test – Select the Pre-employment option
   c. Type of test: -
      i. Select: non-DOT tests radio button and
      ii. Check mark: Urine collection for drug test
   d. Other fields in gray are optional to fill out.
   e. Select the “Next” button once all options are selected/filled in.

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8. Next you will select a clinic for you to report for your test. The system will show a list of default clinics that are available in Indiana. Sort the list by clicking on the “City” column label to find sites more easily.

If you need to search for a site outside of this list, use the search field options. The system will always require you to enter a “distance” value – use 25 miles as default. Select the clinic that works best for you by clicking on the “Select” button on the left. If you would like to see the hours operation, you can select the small button with a black arrow in front of the clinic’s name (note that you should always call the site to confirm hours of service).

There are a few sites that require you carry in a paper CCF (form) (included in traditional testing kit). These sites are marked in red and the system will give you a warning that a paper CCF is needed. Note that The Figment Group in LaPorte has CCFs on file and you do not need to carry a CCF with you to this site. Contact Midwest Toxicology if you have more questions about this process and these few sites that require a paper CCF.

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9. Next, you will see additional options – you must fill in the items outlined in red below.
   a. In the “Hours Type” section (1st red box on next page), enter 72 in the first box and select “Actual Hours” in the second box.
   b. In the “Scheduler Contact Info” section (2nd red box), enter “DCS HR” in the first name field (leave Last Name blank) and enter phone number 317-232-4241.
   c. In the “Additional Notes” section (3rd red box), enter the region and county you will be working in.

   NOTE: If you do not know the number for the region in which you are applying, you can go to the following link for a reference map: [http://www.in.gov/dcs/2372.htm](http://www.in.gov/dcs/2372.htm)

   d. Select “Confirm Scheduled Event” once you have entered all necessary information.

10. You will then see the “Print ePassport” options. First you need to email the “ePassport” form which is your testing authorization form that you will bring with you to the collection site.
   a. If you entered your email address in step 7, it should auto-populate in the Email box. If your email address did not auto-populate, then type it in the Email box (john.doe@midwesttox.com is just an example).
   b. Add MROTeamD@midwesttox.com (enter semicolon between email addresses).
   c. Add any other email address if directed by your DCS rep.

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d. Click on “Send” button. You will see a message at the top that confirms the email addresses the system sent the ePassport to.

11. You will need to print your “ePassport” form. This can done from this system or you can print it off from the email you receive (as described above). If you cannot see the ePassport in the bottom half of the window (see below), click on the link in the statement “If you are unable to view the report below, please click here” and the ePassport will open up in a new window.

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12. VERY IMPORTANT – you must click on the “Done” button in the upper right corner of the window.

If you have “lost” this window when you clicked on the link to open the ePassport in a new window, hover your cursor over your internet browser (ideally Internet Explorer) icon in the task bar to view all the windows open on your computer – hopefully you can find the window.

13. You will see one more window that confirms the ePassport has been created successfully – select OK and the window will close.

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14. When you report for your collection you must have the ePassport form and a photo ID with you.

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