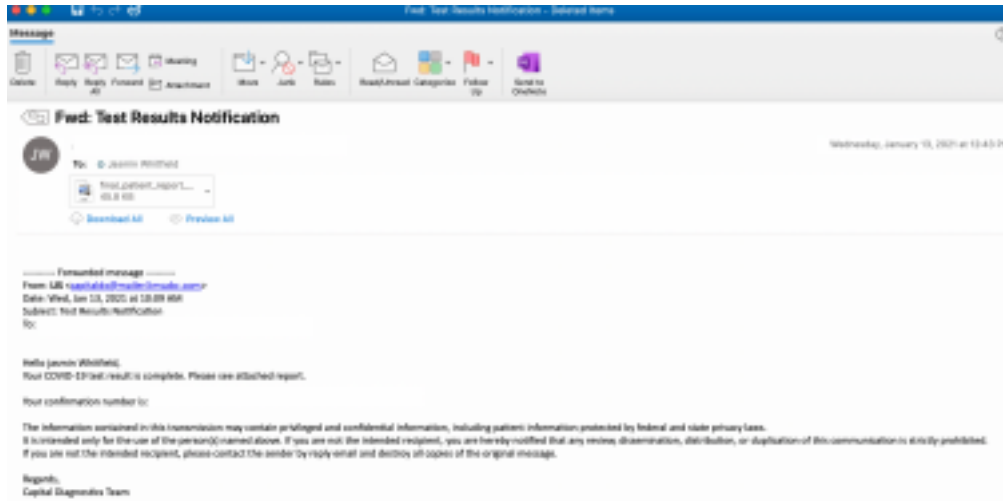


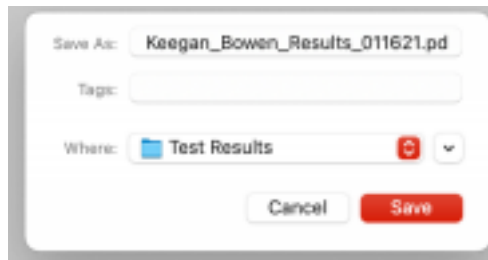
# Magnus Health COVID-19 Test Results Upload Instructions

Steps 1 and 2 will vary based on the app you use to access email. Steps 1 and 2 were completed on the Outlook for Mac App.

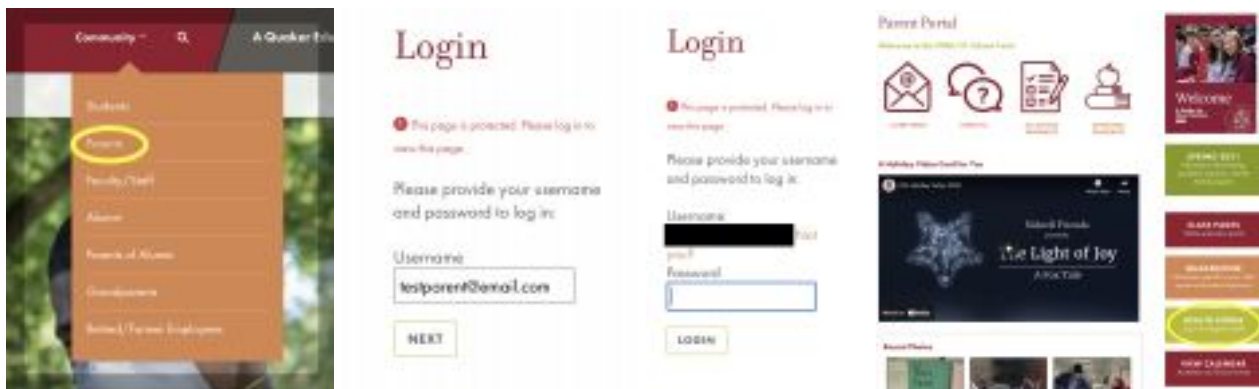
1. Find the email with your latest test results notification. Locate the attachment with your results and either click **"Download All"** or click the dropdown menu to **"Save As"**.



2. Choose a name and location to save the PDF. Click **Save**.

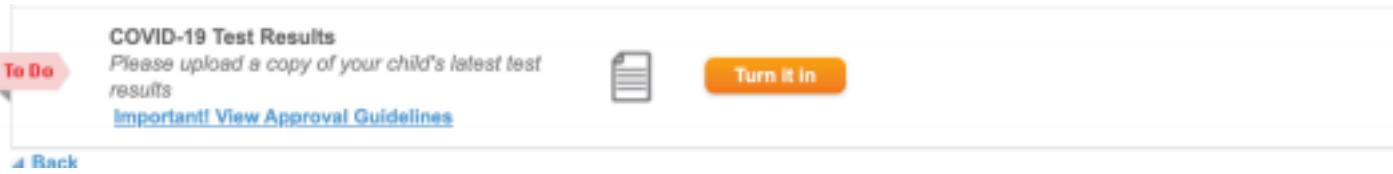


3. Open your web browser and log in to the SFS parent portal (<https://www.sidwell.edu/parent>)



- a) From the main SFS website, click "Community" then "Parents"
- b) Enter your portal username and click "Next"
- c) Enter your portal password and click "Login"
- d) Click on the "Health Forms" button on the right. This will log you into the Magnus Health Portal

4. Once you are signed in to the Magnus Health Portal, look for the requirement titled **“COVID-19 Test Results.”** Click on the orange **“Turn it in”** button to submit a copy of your child’s latest test results.



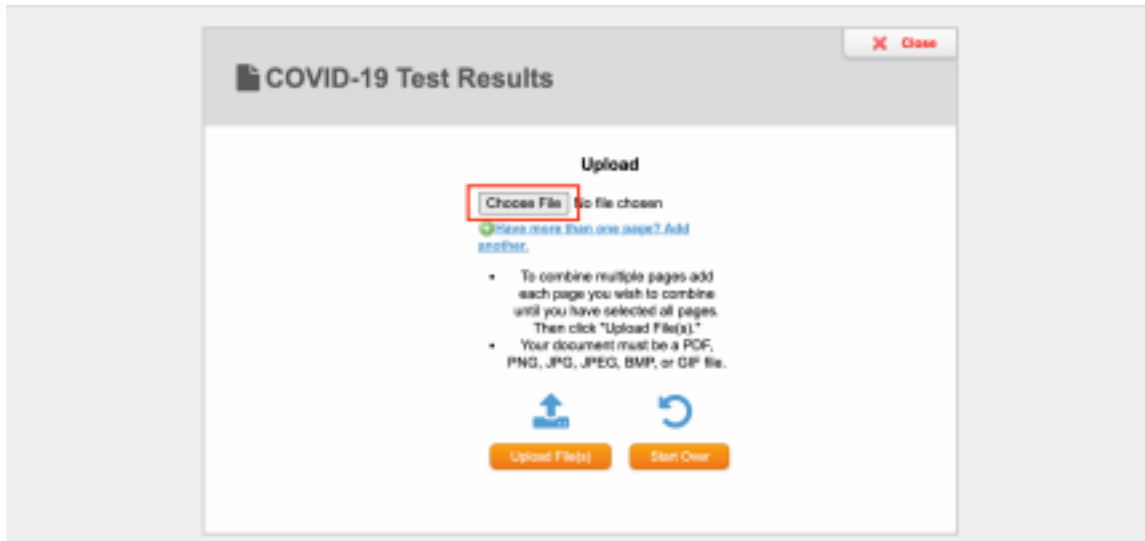
5. On the COVID-19 Test Results pop up window click the orange **“Yes, Submit”** button.



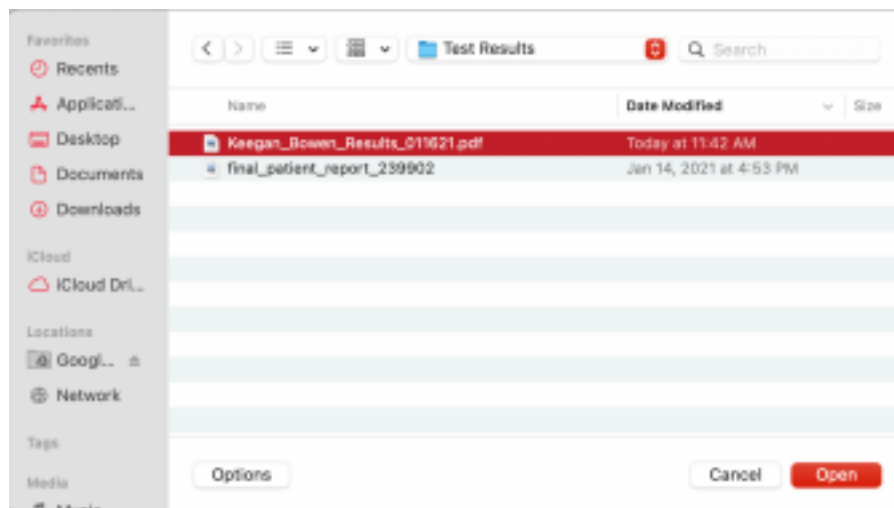
6. Next click the orange button to **“Upload”**.



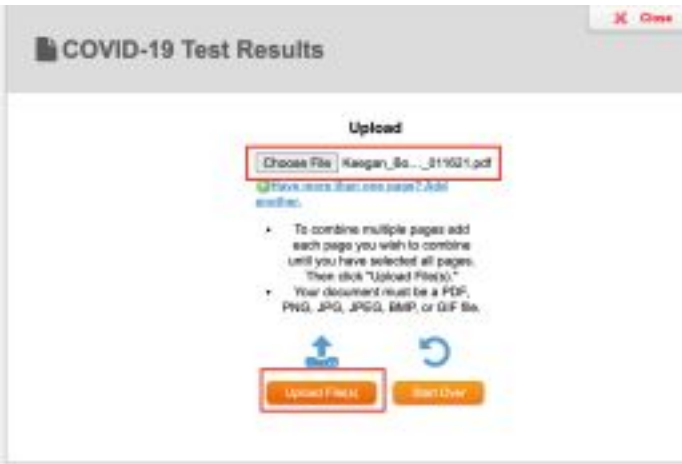
7. Then click “**Choose File**”.



8. Select the PDF you saved in Step 2 and click **Open**.



9. Confirm that the correct file name appears next to Choose File and then click the “**Upload File(s)**” button.



10. Click “**Close**” once the file has been saved successfully.



11. You can confirm that your upload was successful on your Magnus dashboard. There should be a new status indicating that your child’s results are pending approval.

