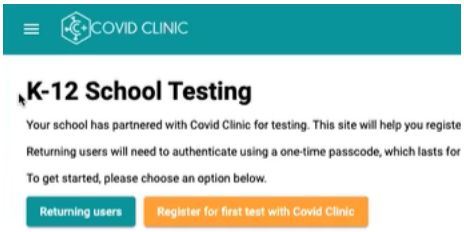
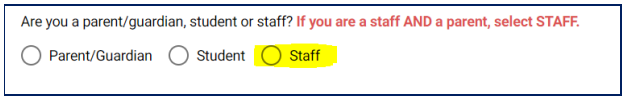
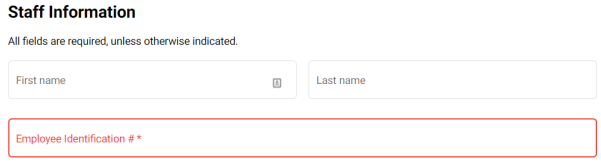
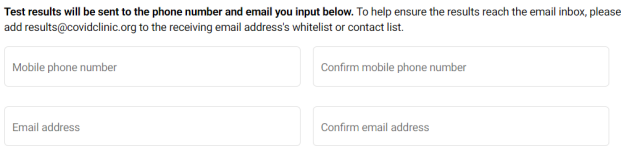
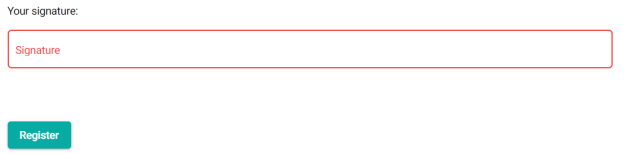
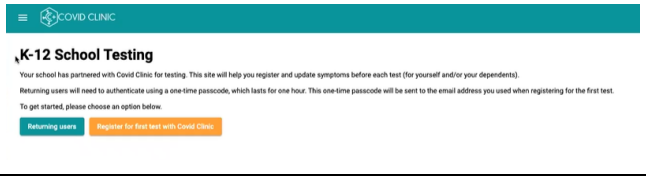
COVID CLINIC

Walking through the school registration process

*****Use Chrome*****

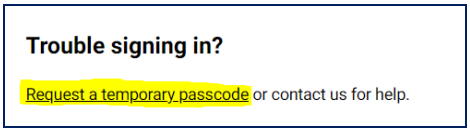
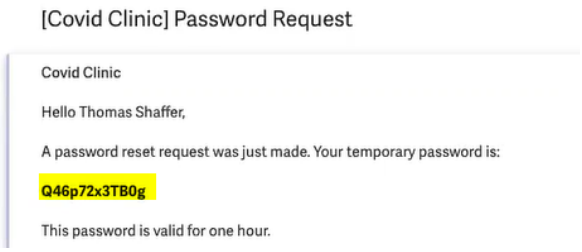
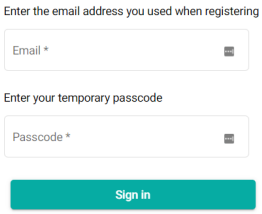
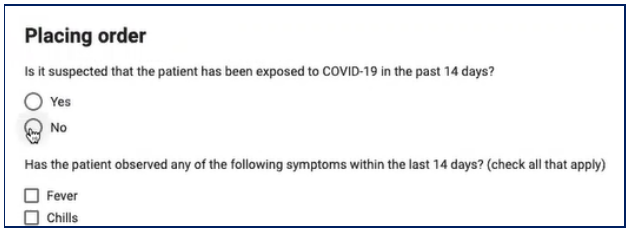
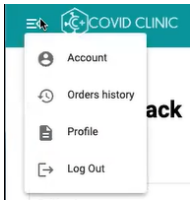
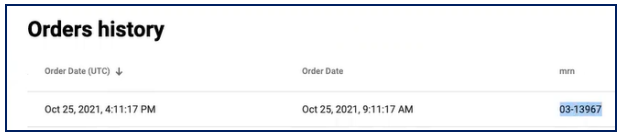
1	Go to https://school.covidclinic.org **First time Users (User who has not registered yet)** Click the orange button on the home page	
2	Select the appropriate role for the registered individual. ***Please note that the role of staff takes precedent over the role of parent. If you are on staff, click staff even if you are a parent or guardian.***	
3	Complete the entire registration form. For staff, each staff was provided their employee ID#. If they do not have it – was sent via email from Covid Clinic, your territory or regional manager has a complete roster of staff and can assist with that ID#	
4	Complete the remaining fields in the registration form including mobile phone and email address twice to ensure accuracy. **** NOTE: There are technical issues with email addresses @icloud.com and @hotmail.com – please do not use these email addresses.***	
5	If the user wants to read the disclosures before checking each box acknowledging they read and agrees with the disclosures, the user MUST right-click on the link and select "Open In New Tab"	
6	Sign the registration form by typing in your name and click "Register"	
7	Upon a successful registration, the user will be returned to the homepage	

COVID CLINIC

To Place An Order

After registering for an account first, return to https://school.covidclinic.org

For security purposes, users must sign in with a temporary passcode that changes each time the user returns.

1	Click on Returning Users button	
2	Enter the email address used during registration and click "Request a temporary passcode"	
3	Go to your email and copy the passcode emailed to you.	
4	Then return to the page and paste the passcode into the Passcode Field. 1. Click Sign-In. *NOTE: Passcode is valid for 1 hour.	
5	Once Signed-In, they can place an order. Click "Place Order"	
6	Answer the questions that appear in the pop-up and click "Save and Close" and order is automatically generated	
7	To find the order, click the hamburger button in the portal and select "Order History"	
8	The MRN in the Order History is the order # *NOTE: all k-12 orders start with "03-"