

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	K-12 School Testing Your school has partnered with Covid Clinic for testing. This site will help you registe Returning users will need to authenticate using a one-time passcode, which lasts for To get started, please choose an option below. Returning users Returning users
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.	Are you a parent/guardian, student or staff? If you are a staff AND a parent, select STAFF.
3	Complete the entire registration form. For staff, each	Staff Information
	staff was provided their employee ID#. If they do not have it – was sent via email from Covid Clinic, your	All fields are required, unless otherwise indicated.
	territory or regional manager has a complete roster of	First name Last name
	staff and can assist with that ID#	Employee Identification # *
4	Complete the remaining fields in the registration form including mobile phone and email address twice to ensure accuracy.	Test results will be sent to the phone number and email you input below. To help ensure the results reach the email inbox, please add results@covidclinic.org to the receiving email address's whitelist or contact list. Mobile phone number Confirm mobile phone number
	* NOTE: There are technical issues with email addresses	Email address Confirm email address
	@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"	Disclosures and patient acknowledgement I have read and agree to the INFORMED CONSENT FOR COVID-19 TESTING I have read and consent to Covid Clinic's ASSIGNMENT OF BENEFITS FOR COVID-19 TESTING. I have read and consent to Covid Clinic's AUTHORIZATION FOR RELEASE, DISCLOSURE AND USE OF HEALTH INFORMATION. I have read and agree to the website Terms of Service. Privacy Policy, and Communication Policy.
6	Sign the registration form by typing in your name and	Your signature:
	click "Register"	Signature
		Register
7	Upon a successful registration, the user will be returned	≡ <a>Covid Clinc
	to the homepage	K-12 School Testing Your school has partnered with Covid Clinic for testing. This site will help you register and update symptoms before each test (for yourself and/or your dependents).
		Returning uses with end for automotical using a one-time passoode, which lasts for one-hour. This one-time passoode will be sent to the email address you used when registering for the first test. To get started please choice an option ballow.





To Place An Order

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

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

1	Click on Returning Users button	Returning users
2	Enter the email address used during registration and click "Request a temporary passcode"	Trouble signing in? Request a temporary passcode or contact us for help.
3	Go to your email and copy the passcode emailed to you.	[Covid Clinic] Password Request Covid Clinic Hello Thomas Shaffer, A password reset request was just made. Your temporary password is: Q46p72x3TB0g This password is valid for one hour.
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.	Enter the email address you used when registering Ernail * Enter your temporary passcode Passcode * Sign in
5	Once Signed-In, they can place an order. Click "Place Order"	Place Order
6	Answer the questions that appear in the pop-up and click "Save and Close" and order is automatically generated	Placing order Is it suspected that the patient has been exposed to COVID-19 in the past 14 days? Yes No Has the patient observed any of the following symptoms within the last 14 days? (check all that apply) Fever Chills
7	To find the order, click the hamburger button in the portal and select "Order History"	COVID CLINIC Account Orders history Profile Log Out
8	The MRN in the Order History is the order # *NOTE: all k-12 orders start with "03-"	Orders history order Date (UTC) ↓ Order Date mm
		Oct 25, 2021, 4:11:17 PM Oct 25, 2021, 9:11:17 AM 03-13967

