LOG IN TO MYHEALTHPORTAL

1. Go to MYHEALTHPORTAL.MORGAN.EDU on your computer, tablet, or smartphone
   The site will automatically take you to the Morgan State Single Sign On Page
   Your Sign-In Information will be your Morgan State Username & Password
   After logging in with your Morgan State Information, enter your date of birth and click "Proceed"

FROM THE DASHBOARD

2. After entering your date of birth, you will be directed to a Dashboard. To schedule an appointment, click "Schedule an Appointment"
   On the next page, select the "Schedule an Appointment"
   On the next page, select "COVID-19 Testing" as your appointment type and click "Continue". NOTE: Telemedicine through the Student Health Center is not applicable to Employees.
   On the next page, add a callback number and click "Continue".
   On the next page, use the dropdown menu to provide your race/ethnicity and click "Continue".
   On the next page, answer the COVID-19 related questions and click "Submit".
POINT & CLICK
COVID-19 Test Scheduling System Tutorial

3 SEARCH FOR APPOINTMENT

- Location: Use the dropdown menu to select "Student Center (Employees and Students)" location.
  
  NOTE: As of August 4, 2021, regular COVID-19 testing will be conducted at the Student Center only. This is subject to change.

- Select "Search for appointments"

4 SELECT APPOINTMENT TIME

- From the list of available slots, select an appointment time
- Select "Continue"

5 CONFIRM APPOINTMENT

- Click the "Confirm" button to confirm your appointment
  
  NOTE: No one will be charged a missed appointment fee if they must cancel/reschedule their COVID-19 test

6 SAVE QR CODE

- After you schedule your appointment, a QR Code will show up on the screen. This code must be brought to your testing location. The QR code can either be printed out or you can show it on your smartphone

CONGRATS
You are now a pro at using Morgan State University's Point & Click!

If you are unable to use a computer or your mobile device, contact your cohort advisor or supervisor.