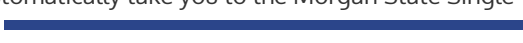
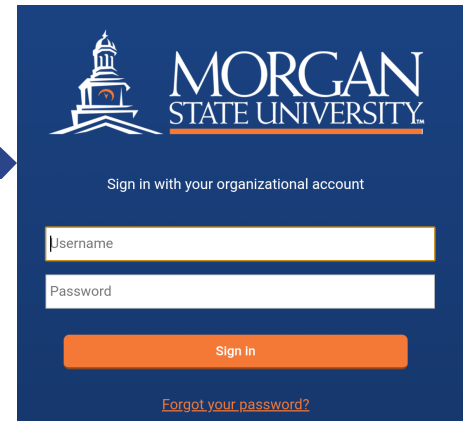


1

LOG IN TO MYHEALTHPORTAL

- ✓ 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 your Morgan State Information, enter your date of birth and click "**Proceed**"



2

FROM THE DASHBOARD


- ✓ 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.**



Please select the type of appointment you would like to schedule.
 If you have an **urgent condition**, you should seek emergency medical assistance immediately.
 If you believe that you need to be contacted today, and there are no available appointments, please call the appointment desk at: 443-885-3236, Student Health Services for assistance.

Select One

- COVID-19 Testing
- Telemedicine Visit with Clinician
- Telemedicine Visit with Nurse

- ✓ 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**". 

COVID Testing for

Please answer these questions to the best of your ability.

Do you have symptoms? (runny nose, sneezing, cough, etc)
 Yes No

If so, what date did symptoms begin?

Do you live in a place where it is hard to isolate?
 Yes No

Are you pregnant?
 Yes No

Is this your first COVID test?
 Yes No

Are you a healthcare worker?
 Yes No

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**"

Schedule Appointment

Appointments available to book via the web:

Set search start date:

1/21/2021



System will search from the start date to the 7 days following

Visit Type: **COVID-19 TEST**

Location: **Select Location...**

Search for appointments

4

SELECT APPOINTMENT TIME

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

Continue Cancel

Select Appointment

<input type="radio"/>	Thursday, January 21, 2021 12:30 PM	at Student Center (Employees and Students)
<input type="radio"/>	Thursday, January 21, 2021 12:40 PM	at Student Center (Employees and Students)
<input type="radio"/>	Thursday, January 21, 2021 12:50 PM	at Student Center (Employees and Students)
<input checked="" type="radio"/>	Thursday, January 21, 2021 1:00 PM	at Student Center (Employees and Students)

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**

Almost There...

Please confirm the appointment date and time:

Date/Time

Visit Type

Callback Number

If you do not keep your appointment or cancel less than 1 day in advance, you may be charged a \$25.00 Missed Appointment fee.

Confirm

Confirm the selected appointment, and return to your appointment listing.

Retry

Return to the previous page and select another appointment.

Cancel

Cancel selection of this appointment and return to your appointment listing.

You are now required to review your health history.

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



OR



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.