How to complete a COVID-19 Contact Tracing Form

If you have received a positive COVID-19 test result, you will need to complete a COVID-19 Contact Tracing form. Please follow the instructions below in order to access, complete, and send the form.

**From your PC Browser:**

**For Students:**

1) Please log in to your [SHS Student Health Portal](#) and access the Secure Messages Inbox page from the main menu by selecting “Messages”:

![Screen capture of the Student Health Portal showing the Messages section](image-url)
2) Once in the Secure Messages Inbox, select “New Message”:

![Secure Messages Inbox](image)

3) From the selections presented, choose “COVID-19 Contact Tracing Form” and hit Continue:

```plaintext
Please make a selection below:

- I have questions/concerns about a prior visit
- I have questions/concerns about Student Health charges
- Medical Records Request
- COVID-19 Contact Tracing Form

If you have an urgent condition, you should seek emergency care.
```

![Continue](image)

4) Complete the form as thoroughly as possible and hit “Send” at the bottom of the form:

![Send](image)

5) You are finished once you have hit send and are presented with a confirmation page.
From your PC Browser:

For Employees:

1) Please log in to your SHS Health Portal and access the Secure Messages Inbox page from the main menu by selecting “Messages”:

2) Once in the Secure Messages Inbox, select “New Message”: 
3) From the selections presented, choose “COVID-19 Contact Tracing Form” and hit Continue:

Please make a selection below:

○ COVID-19 Contact Tracing Form

If you have an urgent condition, you should seek emerg...
From your Mobile Browser:

For Students:

1) Please log in to your SHS Student Health Portal and access the Secure Messages Inbox page from the main menu in the upper left hand corner and then selecting “Messages”:
2) Once in the Secure Messages Inbox, select “New Message”:

![Secure Messages Inbox](image)

3) From the selections presented, choose “COVID-19 Contact Tracing Form” and hit Continue:

```
Please make a selection below:

- I have questions/concerns about a prior visit
- I have questions/concerns about Student Health charges
- Medical Records Request
- **COVID-19 Contact Tracing Form**

If you have an urgent condition, you should seek emergency
```

![Continue](image)

4) Complete the form as thoroughly as possible and hit “Send” at the bottom of the form:

![Send](image)

5) You are finished once you have hit send and are presented with a confirmation page.
From your Mobile Browser:

For Employees:

1) Please log in to your SHS Health Portal and access the Secure Messages Inbox page from the main menu in the upper left hand corner and then selecting “Messages”:
2) Once in the Secure Messages Inbox, select “New Message”:

Secure Messages Inbox

[Image of Secure Messages Inbox with options: New Message, Refresh]

3) From the selections presented, choose “COVID-19 Contact Tracing Form” and hit Continue:

Please make a selection below:

- [ ] COVID-19 Contact Tracing Form

If you have an urgent condition, you should seek emerg

[Image of selection options: Continue, Cancel]

4) Complete the form as thoroughly as possible and hit “Send” at the bottom of the form:

[Image of Send, Cancel options]

5) You are finished once you have hit send and are presented with a confirmation page.