Introduction

All students, faculty and staff who will study, teach and work on campus this fall will be required to participate in weekly onsite COVID-19 screening testing. The purpose of this guide is to instruct students, faculty, and staff on how to use the Health Portal to schedule tests, check in to their appointment online, and access additional information and resources.

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How do I log in?

1. Go to https://bentley.medicatconnect.com.
2. Enter your username and password.
   - Your username is your shortname, e.g. everything to the left of the @ in your Bentley email address.
   - Your password is your network password, e.g. the same password used for email and other Bentley resources.
3. Click the **Login** button.

How do I complete the Consent Screening form?

Please complete the consent screening form to agree to this testing. You will only need to complete the consent form once.

1. Click the **Forms** button on the menu bar.
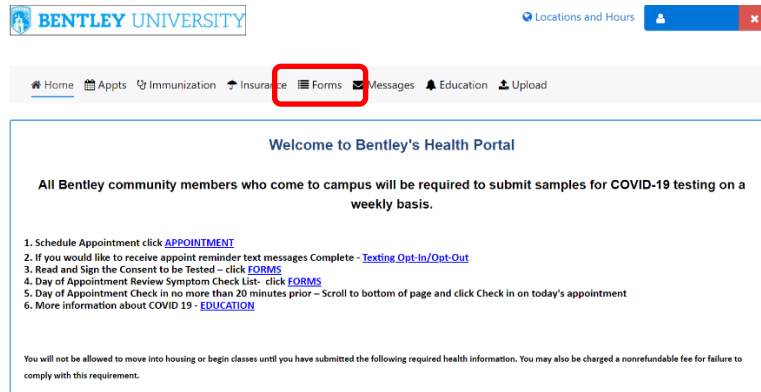
2. Click the Consent Screening form in the *COVID-19* box:
3. Review the consent screening form. To complete the form scroll down to the *Testing Consent* section and select *I Agree* from the drop-down menu and then draw an electronic signature in the space provided. Click the **Submit** button.

How do I schedule a test?

When scheduling please select your appointment for the same day and time each week. If you would like to receive text messages with appointment reminder notifications [click here](link) to learn how to sign up for text alerts before you schedule an appointment.

1. Click **Appts** on the menu bar.
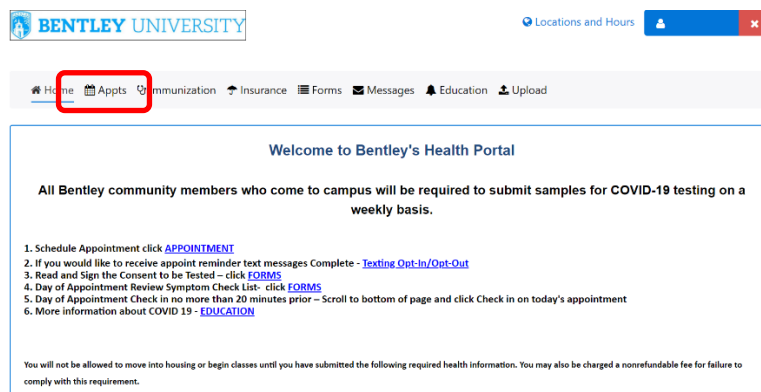
2. In the *Locations* box select *Miller Parking Deck - Screening Testing site* and click the **Submit** button.

3. In the *Search* box select the following options from the drop-down menus and click the **Submit** button. All fields are required and must be selected in order otherwise the options in the next drop-down menu may not appear.
   - *Clinic: COVID Screening Test*
   - *Reason: COVID-19 Screening Test*
   - *Provider: COVID-19 Provider*

4. A pop-up window will appear with instructions to not come to your appointment and seek appropriate medical care if you are feeling ill with COVID-like symptoms. Click the **OK** button.
5. Select a date and time from the appointment calendar. Your appointment will automatically be saved when you click a time and you will also receive an email confirmation. If you click the link to view your current appointment it will return you to the *Home* page. Scroll down to the *To Do List* at the bottom of the *Home* page and your appointment details will be in the *Upcoming Appointment* box.

How do I view or cancel an appointment?

1. Click **Home** on the menu bar and scroll down to the *To Do List* at the bottom of the page.
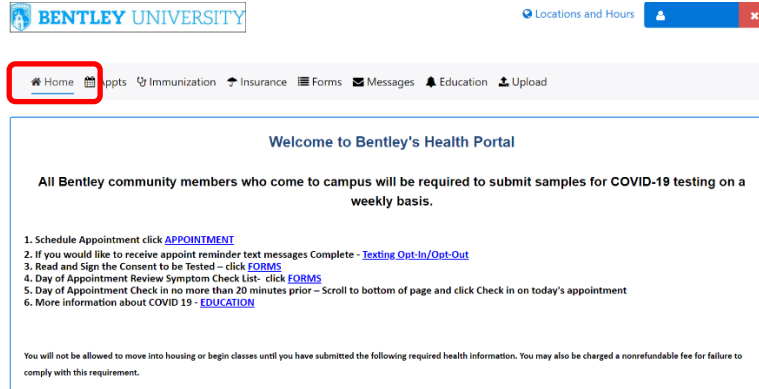
2. Appointment details are found in the *Upcoming Appointment* box in the *To Do List*. Review your appointment details or click the **Cancel** button if you would like to cancel the appointment and create a new one. Please note, you cannot cancel an appointment 10 minutes or less before the appointment time. If you cancel an appointment you will be prompted to select a reason.
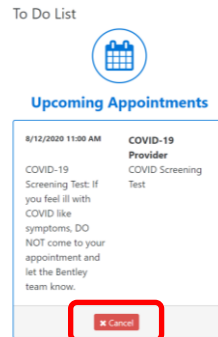
How do I check in to my appointment?

NOTE: Please check in to your appointment online in the Health Portal no more than <u>20 minutes</u> prior to your appointment. The button to check in should appear in the *To Do List* at the bottom of the **Home** page shortly before your appointment.

1. Click **Home** on the menu bar and scroll to the *To Do List* at the bottom of the page. Click the **Check In** button in the *Upcoming Appointments* box.
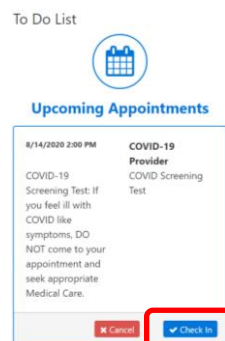
2. A pop-up window will appear to complete a form associated with the appointment. Click the **OK** button.
3. Click **Symptom Check List PDF** in the *Forms for your appointment* box.
4. Click **Daily COVID-19 Checklist** to review the daily COVID-19 checklist. Please note, the checklist is a .PDF file and may appear in a new browser tab, window, or downloads folder depending on your system. Please note, the checklist does <u>not</u> need to be printed or presented at the appointment.
5. Click the drop-down menu and select the option to acknowledge that you have clicked the link and reviewed the information. Click the **Submit** button.
6. A pop-up window will appear with a confirmation that you have been checked in. Click **OK**.

How do I opt-in/opt-out for text alerts?

The Health Portal can send text messages including appointment reminder notifications, secure message notifications, and other important updates. You must opt-in to receive text alerts as they are turned off by default.

1. Click **Forms** on the menu bar.

2. Click **Texting Opt-in/Opt-out** from the *Messages from Health Center via Text* box.
3. Select *Yes* from the drop-down menu that you would like to receive text messages and then enter your cell phone number in the field that appears. Please note, at this time we are only able to send text messages to a U.S. cell number. If you had previously selected to receive text messages and would like to opt-out, select *No* from the drop-down menu. Click the **Submit** button when finished.

Texting Opt-in/Opt-out

Messages will include appointment reminder notifications, secure message notifications and other important updates.

Text *HELP* for help. Text *STOP* to cancel.

Select "Yes" below and enter your cell phone number to sign up for alerts. Message and data rates may apply. Message frequency varies.
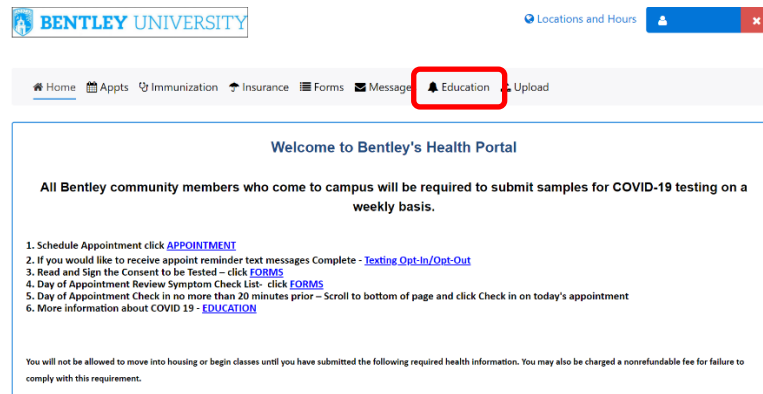
For terms: https://medicat.com/sms-service
For privacy policy: https://medicat.com/privacy-policy

Would you like to receive text messages?

Yes*

Please confirm your cell phone number.

Submit

How do I find additional information?

1. Click the **Education** button on the menu bar to access additional information and resources.

Who do I contact for help?

For questions regarding using the Health Portal:

Bentley IT Help Desk
(781) 891-2854
helpdesk@bentley.edu

For students with COVID-19 related questions:

Student Health Center
(781) 891-2222
GA_Healthcenter@Bentley.edu

For faculty and staff with COVID-19 related questions:

Dan Battle, MPH, BSN, RN
(781) 891-2350
Occupational Health Nurse
dbattle@bentley.edu

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