SNAP Portal Information Guide

If your child was at JSerra last year, please login to https://www.studentehr.com/ and if you do not remember your password, click "forgot password" and it will prompt you to enter your child's date of birth. Date of birth must be written exactly as followed "xx/xx/xxxx."

For all incoming freshman and transfer students, following this email, there will be another email which is being sent by noreply@studentehr.com which will prompt you to log in and set up your child's Health Portal account. Please check your junk folder. If you have not received an email, you can also use the "forgot password" option, which will then prompt you to enter your child's date of birth. Date of birth must be written exactly as followed "xx/xx/xxxx." (For example, if your child's DOB is March 3, 2004 you will enter "03/03/2004".

If you clicked "forgot password":

Studentehr.com has a password reset function accessible to parents who never received it and have not logged in yet. Note: The reset link will expire in 24 hours, so you must reset your password before then. There is also a password change function to simply change an existing password. Both functions are accessible 24 hours a day.

Users can change their passwords as follows:

1. Click the Profile Management icon (person), then *SETTINGS.*
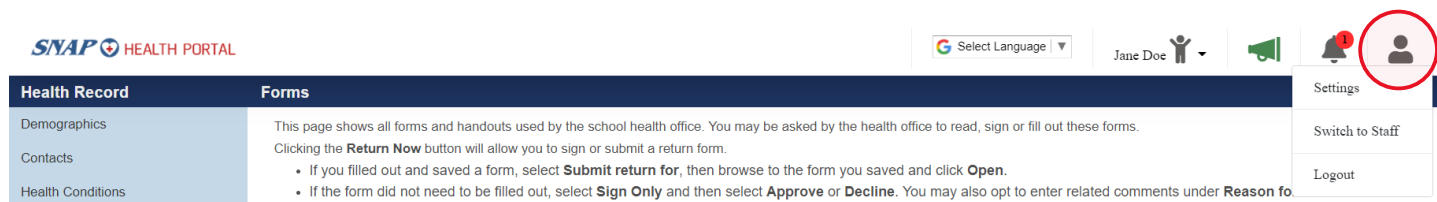
2. With Account selected on left, click *CHANGE PASSWORD.*
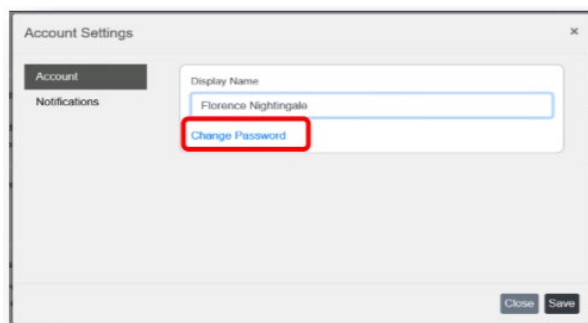
3. Enter the current password and then your new password twice. *Click SAVE.*

4. Click **SAVE again**, then **CLOSE** on the confirmation message.

Viewing, Editing, and Adding Data

Contacts & Health Conditions

PLEASE UPDATE all information listed under "*Contacts.*"

If your child has any outstanding health conditions enter them under "Health Conditions" on the left-hand column.

Viewing Data

Parents can view the following Health Record data:
- School and grade
- Demographic data (place of birth, race, ethnicity, language, address, and phone number)
- Height & weight, peak flow, blood glucose, and blood pressure charts and graphs
- Shared visits, medication, and treatment administration histories (current year only, from active shared orders)
- Form letters and documents

Viewing and Adding Data

Immunizations
Parents can view and upload documented proof of vaccination, please see page 6 & 7 to demonstrate how to upload immunizations to the portal.

Screenings

You can add new physical exams by uploading documentation. The physical exam is automatically entered into the child's Health Record with the date documentation was uploaded and the proof document attached.

Orders

You can select what over the counter medication your child may have by selecting the name of the medication from the list provided on the portal. Over the counter medication allows the nurse to distribute medication if the child comes into the nurse's office. Here is an example of how to select over the counter medication.

Click **Medications**
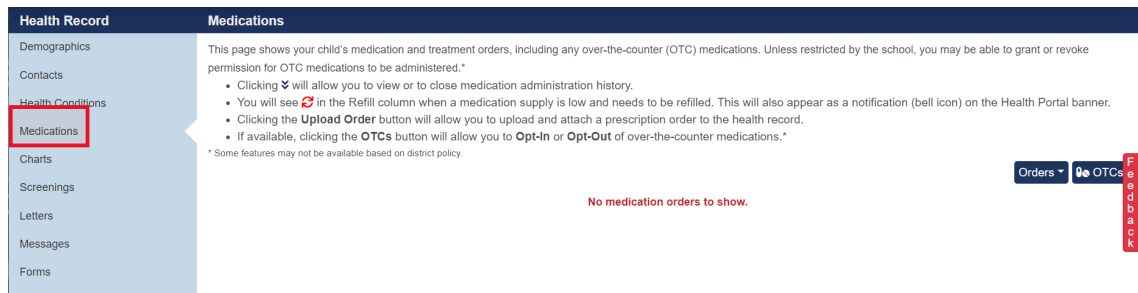
Next, on the right side of the screen, click **OTC**
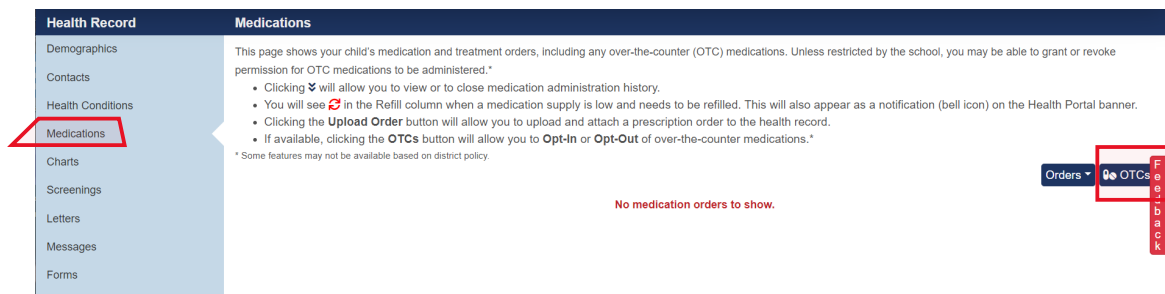
The following screen will appear. Here, is where you can select which OTC medication your child can have. Opt-in mean the nurse **CAN** give that medication to your child. Opt-out means the nurse **MAY NOT** distribute that medication to your child. Once you have click Opt-in or Opt-out, Click **Done.**

Parents Communicating with the JSerra Nurse

Messages

There are a few ways for you to communicate with the school nurse via the portal. The portal allows parents to send the school nurse messages, with or without file attachments. Portal messages will take place in lieu of sending emails. Once a message is sent, the school nurse will be notified that a new message is waiting. This way JSerra nursing staff and the parent can be on the same message feed. Once you click on **Messages** in the left-hand column, you would click **New** in the upper right-hand corner to message the school nurse.

Letters

When you log into the portal you will notice in the upper right-hand corner, a bell. If the nurse has sent you a letter, there will be an alert notifying you of an unsigned document. Click on the bell and that will take you to the document that has yet to be open and signed. (Signing the document acknowledges that you have receive the notice.)

On the left side column under Health Portal, click **FORMS.**

Forms
Not only can you view all forms and letters saved to your child's health record, you will be able to e-sign the letter confirming it was received. Here you will find all school forms needed at the beginning and throughout the school year.

Once you click on forms you will see a list of forms. This is just an example of the forms listed.

Forms

This page shows all forms and handou...
Clicking the **Return Now** button will al...
- If you filled out and saved a fo...
- If the form did not need to be f...

Title
A. STUDENT Health Portal Setup
B. Quarantine vs. Isolation Info
C. Student Symtom Decision Tree
D. STUDENT COVID-19 RESULTS
E. Parent/Physician Medication Authorization form
F. Inhaler/Epipen Letter
G. Student Immunizations
H. Diabetes Check List Packet
I. CIF Concussion Paperwork

UPLOADING FORMS:
Here is an example of how you would <u>upload</u> any documents to the portal (for example your child's immunization record.

Before your child starts the new school year at JSerra we require your child's immunization record to be sent to the nursing office. Below is the form you will attach regarding your child's immunization record.

2020-2021 student immunizations required	11/16/2020 1:13:27 PM	REQUIRED for every student. Please attached immunization record here.	⬇ Download	⬆ Return Now

You must scan or upload a copy of the immunization card to your device. Save to your device as
"Lastname_Firstname immune"
Next, click **Return Now**

Click *choose file* and upload the immunization card labeled *"Lastname_Firstname immune"*

The only medical exemption note we take must have a doctor's signature and signifying what immunizations the child has been exempt from.

Do not click sign only, that will erase the file you just uploaded. **JUST CLICK <u>RETURN.</u>**

Your child's immunization card has been uploaded and submitted for the nurse. You will notice when you go back into the forms folder what date and time you submitted your child's information.

COVID-19 Documentation

When your child is exposed to a positive COVID-19 individual we send a LOW-RISKED LETTER out to every single child's parent who is classified as risk.

The letter is sent through the health portal. Every letter that goes out will be sent to your email address notifying you in the subject line "Important message form your school nurse."

If your child had to go and get a COVID-19 test, WE REQUIRE THE RESULTS.
To upload the result, click **RETURN NOW** on the right-hand side and upload it where it says, "Choose File," then click **RETURN**. Your form will automatically be sent to the nurses.

SIDE NOTE→ When uploading documents to the portal, make sure to save in the following format:

.pdf or .jpg.