Health Portal Activation

Families and district staff use the Frontline Health Portal to complete the **Daily COVID-19 Health Check**. Families can also access their student school-based health records, receive messages, and complete other forms regarding their students. Your district determines the level of access to these records.

If you have not previously activated your Health Portal account, you must do so before you can use it.

For questions about information in the Frontline Health Portal, please contact your school district.

> **Frontline Health Portal Mobile App**
> If you want to access the Health Portal from your mobile device, you can download the Frontline Health Portal Mobile app. Go to the Apple App Store or Android Apps on Google Play and search for "Frontline Health Portal" to find the Frontline Health Portal mobile app.

Activate Your Account

You received a Health Portal letter from your district with the website address for the district's Health Portal. This letter includes your students' identification number (ID) as designated by your district. **If you do not have this information, please contact your school district before continuing this process.**

1. In the Health Portal letter you received from your district, select the link to open the Health Portal Login screen.

2. On the Health Portal Login screen, select "Activate Account" to open the "Step 1 Activate your account" screen.

Instructions on the screen guide you through your account activation. The progress bar at the top of the screen shows you where you are in the process. If you leave the process before you are finished, when you return the system will take you to where you left off in the process.

3. Enter your **Email Address**. Be sure you are using the email address that is on file with the district. Next, click **Send me a temporary password**. The "Email has been sent" message displays.

4. Go to your inbox for your email and locate the email message with the Subject: "Your temporary password from Frontline Health Portal". Select the link provided in the email message with your temporary password to go to the Health Portal Login screen.

   If you haven't received this message in 15 minutes, check your Spam folder. If did not receive the message, contact your school district.

5. Enter your **Username**, which is the email address on file with the school district. In the **Password** field, enter your temporary password. Click **Log In**. The "Step 2 Update Your Password" screen opens.

6. Enter your **Temporary Password** from the email you received, then enter your **New Password** and repeat your entry in the **Confirm New Password** field. Click **Update my password**. The "Your password has been updated" message displays.

7. Click **Continue to Terms of Use** to open the "Step 3 Review our Terms of Use" screen.

8. Review the Frontline Portal Terms of Use and Electronic Services Agreement (ESA) on the screen, then select **I have read and agree to the Terms of Use and Electronic Service Agreement**. Enter your name in the field and click the **Agree & Sign** button to display the "Agreement Confirmed" screen.

9. How you proceed next depends on whether you are a family member or district staff.

Families

In the Families box, click **Continue to Assign Students** to open the "Step 4 Assign student(s) to your account" screen.

Note: If you are staff with a student enrolled at the district, you can click this option to add your student(s).

- Enter the **Student's Last Name, Student's School ID**, and **Student's Date of Birth**.

  Note: Student's School ID is your student's identification number as provided by your district. Refer to your Health Portal letter from your district for your Student's School ID.

- **C**lick **Add this student**.
- Repeat this for each student you wish to add.
- When you are finished, click **I'm done adding students** to display the "Your account has been activated" message.

Staff

In the Staff box, if you are staff without a student in the district, click **Complete Account Activation** to display the "Your account has been activated" message.

10. Now that your account is activated, click **Take me to Frontline Health Portal** to go to the Health Portal.

Health Portal (partially shown)

TIP: *If you have access to multiple records, use the Select Person field to view another person's information. If you need to add another student to your account, click Add Person to open the Add Person box.*

Daily COVID-19 Health Check Process

An overview of the Daily COVID-19 Health Check process is below.

> Refer to the article **Working With the Daily COVID-19 Health Check Questionnaire** (https://healthportal-help.frontlineeducation.com/hc/en-us/articles/360062938953) for more information.

Getting Started

Use one of these methods to start the Daily Health Check Process:

- Click **Start** for the person's name in the blue "Daily Health Check(s) For" banner at the top of the Health Portal screen.

- For the person's record you are viewing, click the Form icon (▤) in the To Do List on the row for the **Daily COVID-19 Health Check**.

Prescreen Questions

If your district uses Prescreen Questions to determine if the person is required to complete the Daily COVID-19 Health Check Questionnaire for the day, the question **"1. Will [Person Name] be attending a [Your District] facility or even today?"** displays.

Health Check Prescreen

- **If you answer "Yes",** the **"2. Which [Your District] facility or event will [Person Name] be attending"** field opens with the person's primary facility selected by default. You can change this selection or select additional locations as needed. Click **Next** to proceed to the Daily Health Check Questionnaire.

- **If you answer "No",** the **"2. [Person] will not be attending a [Your District] facility or event today because [Person] is"** field opens. Select the appropriate response for why the person will not be attending a facility or event.
  Click **Next** to display the Health Check Not Required Acknowledgment.
  Read the statement and any additional instructions your district may have provided. To proceed with acknowledging the information, select "Yes" in the **Please acknowledge** field and click **Next** to display the Daily Health Check Notice with the "Health Check Not Required" confirmation.

Daily Health Check Questionnaire

The questions on the Daily COVID-19 Health Check Questionnaire are determined by your district.

Daily COVID-19 Health Check Questionnaire (partially shown)

Select any applicable prompts on the questionnaire screen and click **Submit**. A Daily Health Check notice is displayed that shows whether or not the person passed the questionnaire.

Daily Health Check Notice (partially shown)

Click the **Close** button to close the notice, or use the **Retake**, **Print**, or **Email** buttons.