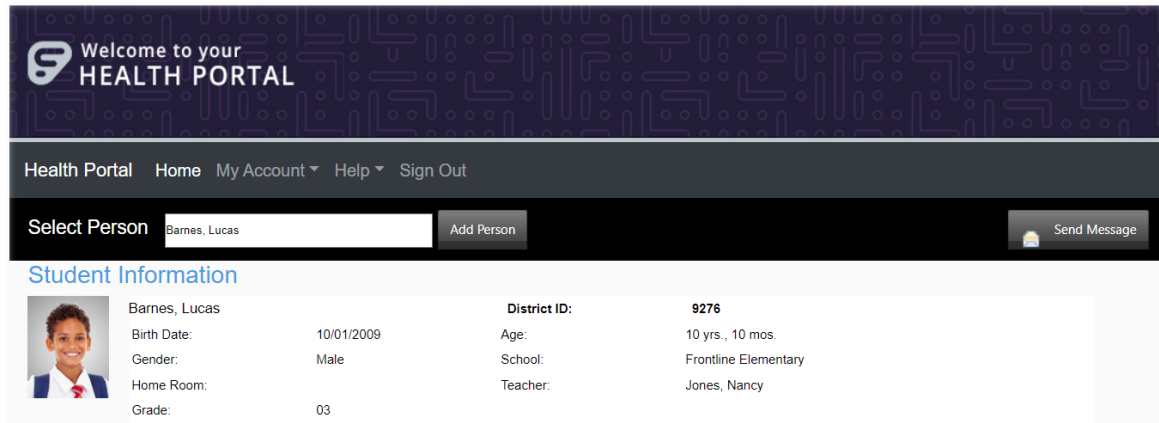



# Health Portal Home Page

All the functions described here are based on your district's configuration of the Frontline Health Portal. For any additional information regarding the Health Portal, please contact your school district directly.



The screenshot shows the Health Portal interface. At the top, there is a dark blue header with the Frontline Education logo and the text "Welcome to your HEALTH PORTAL". Below the header is a navigation bar with links for "Health Portal", "Home", "My Account", "Help", and "Sign Out". A search bar labeled "Select Person" contains the text "Barnes, Lucas", with an "Add Person" button to its right. A "Send Message" button is located in the top right corner. Below the search bar, the "Student Information" section is displayed, featuring a profile picture of a young boy and a table of personal and school details.

|   |                      |                     |                      |
|---|----------------------|---------------------|----------------------|
|  | <b>Barnes, Lucas</b> | <b>District ID:</b> | <b>9276</b>          |
| Birth Date:   | 10/01/2009           | Age:                | 10 yrs., 10 mos.     |
| Gender:   | Male                 | School:             | Frontline Elementary |
| Home Room:  |                      | Teacher:            | Jones, Nancy         |
| Grade:  | 03                   |                     |                      |

*Student Information on the Health Portal Home page*

## Select Records to View

If you have access to profiles for multiple people (for example, if you have multiple students or if you are a faculty member with a student), use the **Select Person** field in the upper left corner to change your view to another person's information. The Student Information panel will list details for the selected person.

## Add/Assign Students To Your Account

If you are a parent/guardian, you will need to add your students. (If you're faculty, you only need to complete this procedure if you are also a parent/guardian.)

1. Click **Add Person** to open the Add Person box.
2. Enter the student's **Last Name**, **Student ID**, and **Student BirthDate**.
3. Click **Register**.
4. Repeat this for each student you will add.



## Work with the To Do List

Any unread Messages, Letters, and Forms that have been sent to you in the portal are organized in the To Do List.

Click the icon for an item to view it. Items you complete on the To Do List are moved to the History tab.

The screenshot shows a user interface with two tabs: "To Do List" (active) and "History". Below the tabs is a table with the following data:

| EventReceived | User Action          | Description  |
|---------------|----------------------|--|
| 08/18/2020    | Form to submit       | <b>(High Priority)</b> Daily COVID-19 Health Check |
| 07/30/2020    | Message (07/30/2020) | <b>(Low Priority)</b> Refill of meds               |

Below the table is a "Notices" section with a table:

| Received   | Action        | Description   |
|------------|---------------|---|
| 08/18/2020 | Immunizations | Your student is due for the following immunizations: Diphtheria, Hepatitis B, Mumps, Pertussis, Polio, Rubella, Tetanus |

Below the notices is a "Recent Blood Glucose Readings" section with a table:

| Reading | Date       | Time     | Blood Glucose | CHO | Units | Insulin Type |
|---------|------------|----------|---------------|-----|-------|--------------|
| 1st     | 06/06/2018 | 11:06 AM | 65            | 10  |       |              |

To Do List (partially shown)

## Complete the Daily Health Check Questionnaire

1. For the person's (student/faculty) record you are viewing, click the Form icon (📄) on the row for the **Daily COVID-19 Health Check** to open the questionnaire.

The screenshot shows a "Welcome to your HEALTH PORTAL" header with navigation links: Health Portal, Home, My Account, Help, Sign Out. Below is "Student Information" for Lucas Barnes, including birth date (10/01/2009), gender (Male), home room (03), district ID (9276), age (10 yrs., 10 mos.), school (Frontline Elementary), and teacher (Jones, Nancy).

Below the student information is a section titled "In the last 24 hours have they Experienced" with the following checkboxes:

- Tested positive for COVID-19
- A fever of 100 F or above
- Cough
- Sore throat
- Shortness of breath or trouble breathing

Daily Health Check Questionnaire (partially shown)

2. Complete the applicable prompts on the questionnaire page.
3. Click **Submit**. You are returned to the Home page. The questionnaire is submitted to the district.  
**Note:** The Daily Health Check Questionnaire is not saved on the History tab.
4. Complete any outstanding items on the To Do list. If there are no other "To Do List" items, you can log out.



## View a Message

Messages directly from your district (for example, from the school nurse) may also be sent through the Health Portal and will show in your To Do List until you view them. To view a message, click the Message icon (✉) to open the View Message page. You can print or reply to the message.

## View Notices

Overdue immunizations and medications needing a refill may show in Notices (depending on district settings). The notices disappear when the student record is updated. If the student Diabetes Blood Glucose Readings are documented, recent readings may appear below the Notices.

## Send a Message

To initiate a new message through the Health Portal to a school nurse:

1. Click **Send Message** at the top right of the page to open the Message page.

Health Portal Home My Account Help Sign Out

Message

School Nurses For Barnes, Lucas Select Priority Low

To: Scott Warner

Subject:

Message:

You may attach up to 5MB in files to the Message.

Attachments: Select

Send Message Cancel

*Message page*

2. The **School Nurses For** field shows the selected person's name. If you have access to records for multiple people, you can click the down arrow and select another person.
3. The **Select Priority** field defaults to "Low", but you can click the down arrow and change this to "Normal" or "High" as necessary.
4. In the **To** field, the default employee name is set by your district, but you can click the down arrow and select another nurse at the same school.
5. Enter a **Subject** for your message and enter your **Message**.
6. If you want to attach a file to the message, click **Select**, navigate to the file location, and select the file. The total file size of all files attached cannot be more than 5MB.
7. Click **Send Message**.

