

# 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 “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 “2 Update Your Password” screen opens.



- 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.
- Click **Continue to Terms of Use** to open the “3 Review our Terms of Use” screen.

**Frontline Health Portal**

TEMPORARY PASSWORD    UPDATE PASSWORD    **TERMS OF USE**    ASSIGN STUDENTS    ACCOUNT ACTIVATED

**3 Review our Terms of Use**

Please review and agree to our Terms of Use and Electronic Service Agreement. Confirm by providing your electronic signature.

I have read and agree to the Terms of Use and Electronic Service Agreement

Your Name  **Agree & Sign**

By entering my name (Wes Keller) in this box, I agree to the Terms of Use and Electronic Service Agreement

- 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.

**Frontline Health Portal**

TEMPORARY PASSWORD    UPDATE PASSWORD    **TERMS OF USE**    ASSIGN STUDENTS    ACCOUNT ACTIVATED

**✓ Agreement confirmed**

Thank you - we have confirmed your eSignature. Next, assign any students to your account.

**Families** **Continue to Assign Students**  
Assign students to your Health Portal Account

**Staff** **Complete Account Activation**  
Staff can complete their account activation

- 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 “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).



**4 Assign student(s) to your account**

Assign a student to your account by providing the information below. To add additional students, complete and submit the information for each additional student. Once you are finished, use the “I’m done” button to finish your account activation.

Assigned Students	School ID	Date of Birth
(none)		

Student's Last Name

Student's School ID

Student's Date of Birth

- 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.*
- Click **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.

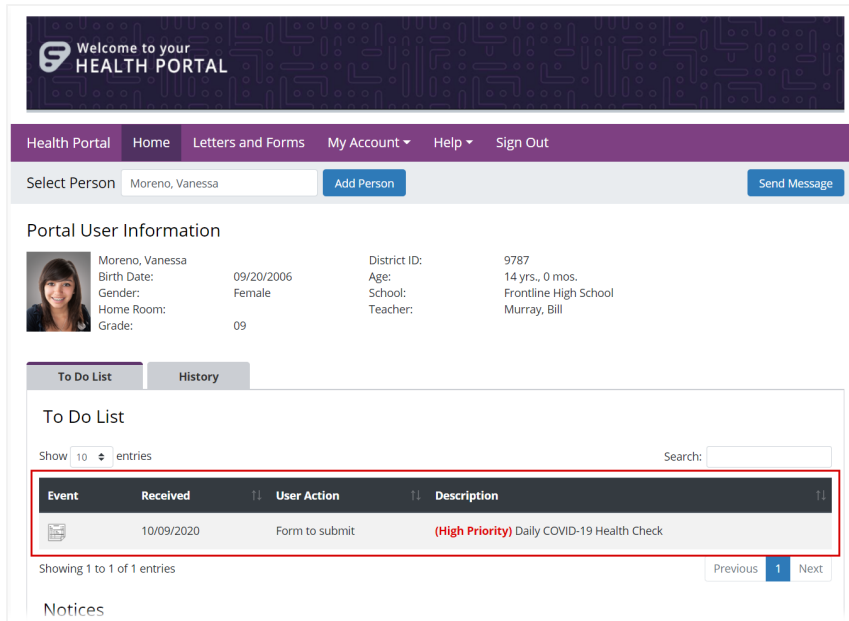
**✓ Your account has been activated.**

You are now ready to use the Frontline Health Portal. With your Frontline Health Portal account you can:

- Your Sign In screen is unique to your school district. It was provided in your Account Activation email and can also be obtained from your school.
- The Frontline Health Portal can be accessed from your laptop computer and through our mobile app.
- To download the Frontline Health Portal mobile app, visit the [iOS app store](#) or [GooglePlay store](#).

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



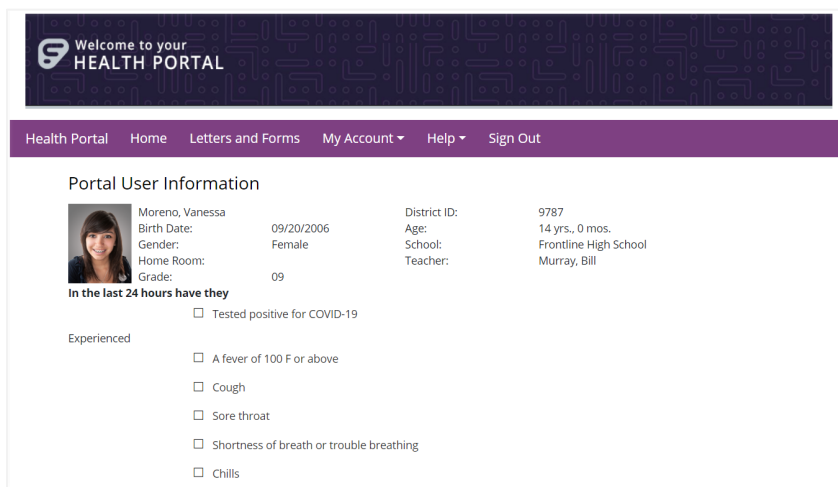


Health Portal (partially shown)

**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.

## Complete the Daily COVID-19 Health Check Questionnaire

1. 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** to open the questionnaire.



Daily COVID-19 Health Check Questionnaire (partially shown)

2. Select any applicable prompts on the questionnaire screen.
3. Click **Submit**. You are returned to the Home screen.
4. Complete any outstanding items on the To Do list. If there are no other “To Do List” items, you can log out.

