

Health Portal Registration

Parents/guardians and faculty use the Frontline Health Portal to complete the **Daily COVID-19 Health Check**.

Parents/guardians can access school-held health records and receive messages regarding their students. Your district determines the access to these records.

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.

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Register for the Health Portal

If you have not previously completed registration for either the desktop or mobile versions of Health Portal, you must do so before you can use it. The registration process you use depends on whether you are a parent/guardian or a faculty member.

If you already have completed the registration process on the mobile version of the Health Portal, you don't need to register again.

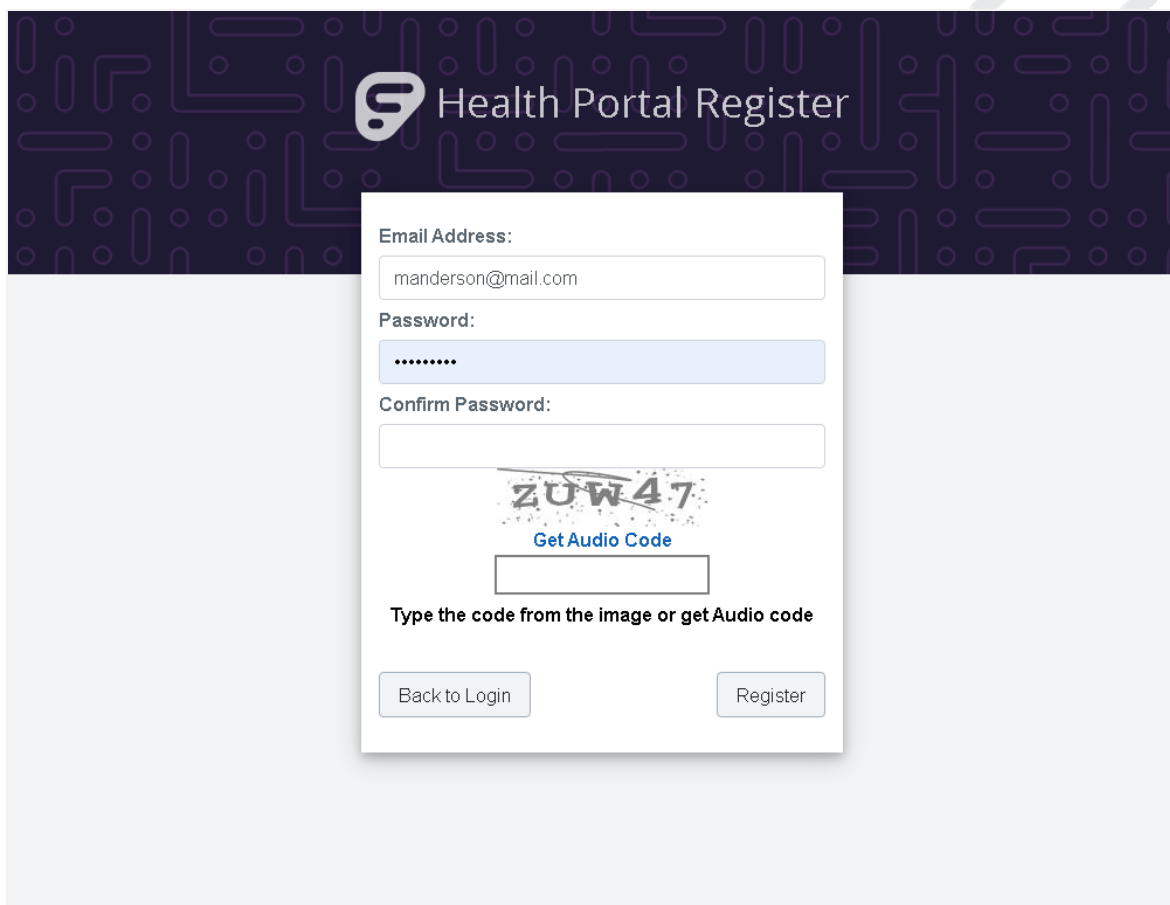
Parent/Guardian Registration

If you are a parent/guardian, you received a Health Portal letter from your district with the website address for the district's Health Portal and your student's district identification number (ID). **If you do not have this information, please contact your school district, before continuing this process.**

Note: Faculty who are also a parent/guardian only need to complete [Faculty Registration](#).

1. In the Health Portal letter you received from your district, select the link in the Self Register section to go to the registration portal. (This link is on the first page of the Health Portal letter.)



The image shows a registration form for the Health Portal Register. The form is centered on a light gray background. At the top, there is a dark blue header with a white logo and the text "Health Portal Register". The form itself is white with a light gray border. It contains the following fields and elements: "Email Address:" with a text input field containing "manderson@mail.com"; "Password:" with a password input field showing seven dots; "Confirm Password:" with a text input field; a CAPTCHA image showing the code "ZUW47"; a link "Get Audio Code" in blue; a text input field for the CAPTCHA code; the instruction "Type the code from the image or get Audio code"; and two buttons at the bottom: "Back to Login" and "Register".

Health Portal Register

Email Address:
manderson@mail.com

Password:
.....

Confirm Password:

ZUW47
Get Audio Code

Type the code from the image or get Audio code

Back to Login Register

Registration portal

2. Enter your **Email Address**. Be sure you are using the same email address that is used in your contact information on your student's school health record.
3. In the **Password** field, enter a new password, and confirm the new password in the **Confirm Password** field.
4. Next, enter the code that is shown on your screen or get an Audio Code.
5. Click **Register**. This will generate an email message with a link you will need to verify and activate your registration
6. Go to your inbox for your email and locate the email message with the Subject: "Confirm Frontline Health Portal account" to finish activating your account. If you do not see this email in your inbox, check your junk mail.
7. Select the link provided in the "Confirm Frontline Health Portal account" email message to go to the HealthOffice® Portal Terms of Use.



HealthOffice Portal Terms of Use

8. When you have reviewed the Terms of Use, enter “/S/” followed by your signature (for example, if your name is Jane Doe, you will enter /S/Jane Doe).
9. Select **I Agree**, then click **Verify** to complete registration. A message displays to let you know your account has been activated and that you can now return to the Health Portal.
10. To access the Health Portal, use the Health Portal Login link provided in your Health Portal letter to log in to your account. (This link is on the second page of the Health Portal letter.)

Health Portal Login page

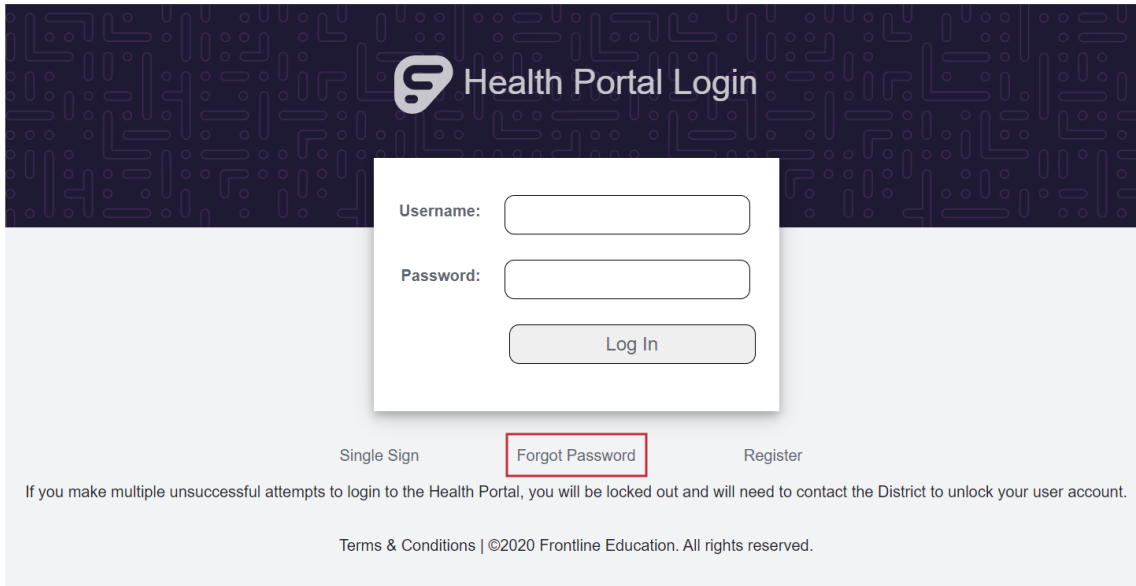
11. In the **User Name** and **Password** fields, enter the user name and password you’ve set, then click **Log In**.
Note: If you have forgotten your password, click **Forgot Password** to open a box with information about resetting your password.
12. You will be prompted to add your children to your account. For more information about how to do that, see [Add a Student](#).



Faculty Registration

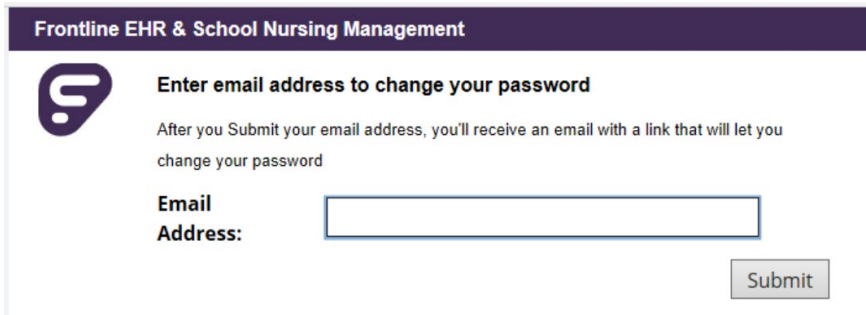
Follow this procedure if you are district faculty:

1. Go to the website address provided by your district to access the Health Portal.

The image shows the Health Portal Login page. It has a dark blue header with a white logo and the text "Health Portal Login". Below the header is a white login box with fields for "Username:" and "Password:", and a "Log In" button. Below the login box are links for "Single Sign", "Forgot Password" (highlighted with a red box), and "Register". At the bottom, there is a warning: "If you make multiple unsuccessful attempts to login to the Health Portal, you will be locked out and will need to contact the District to unlock your user account." and a footer: "Terms & Conditions | ©2020 Frontline Education. All rights reserved."

Health Portal Login Page

2. Click **Forgot Password**. A box with information about resetting your password appears.

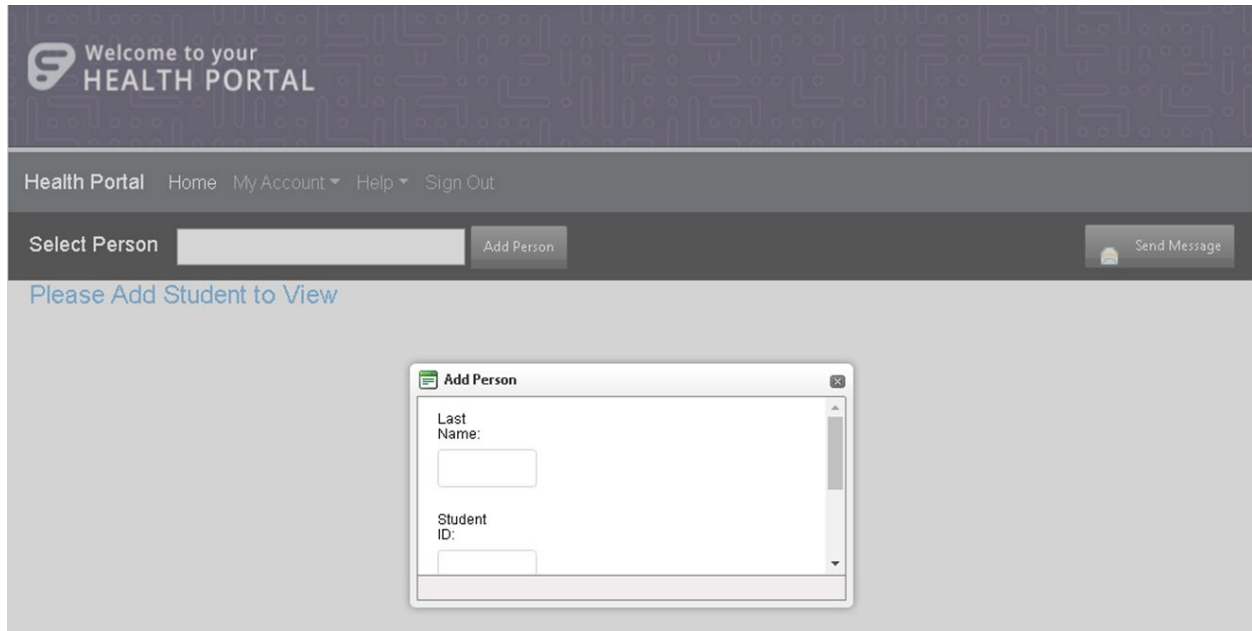
The image shows a form titled "Frontline EHR & School Nursing Management" with the subtitle "Enter email address to change your password". It includes a logo, a brief instruction: "After you Submit your email address, you'll receive an email with a link that will let you change your password", a label "Email Address:" next to a text input field, and a "Submit" button.

3. Enter your **Email Address**. Be sure you are using the same email address as you provided to your district.
4. Click **Submit** to generate an email message with a temporary password.
5. Go to your email inbox and locate the email message and your temporary password. If you do not see this email in your inbox, check your junk mail.
6. Return to the Health Portal, enter your login information with your temporary password, and click **Login**.
7. You will be prompted to change your password. Click **Change Password** and enter your new password to complete the process.



Add a Student

All parents/guardians, when you first log in, need to add your students. (If you are faculty, you only need to complete this procedure if you are also a parent/guardian of a student.)




Health Portal Home page with Add Person box

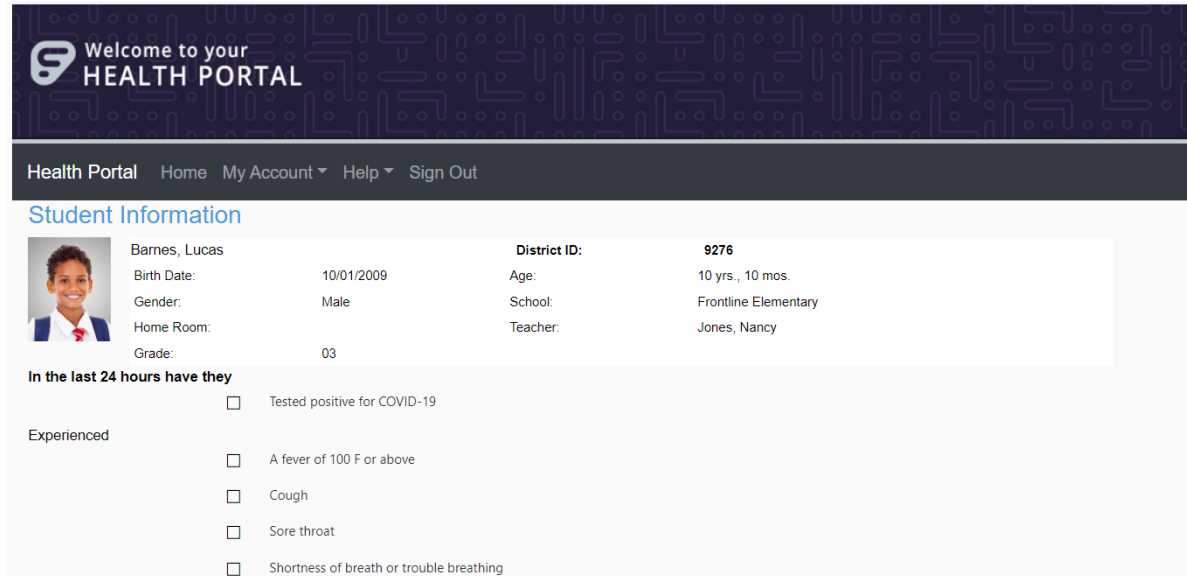
To add a student:

1. In the Add Person box, enter the student's **Last Name**, **Student ID**, and **Student BirthDate**.
Note: Refer to your Health Portal letter from your district for the Student ID.
2. Click **Register**.
3. Repeat this for each student you wish to add.



Complete the Daily COVID-19 Health Check Questionnaire


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



Welcome to your HEALTH PORTAL

Health Portal Home My Account ▾ Help ▾ Sign Out

Student Information

	Barnes, Lucas Birth Date: 10/01/2009 Gender: Male Home Room: 03 Grade: 03	District ID: 9276 Age: 10 yrs., 10 mos. School: Frontline Elementary Teacher: Jones, Nancy
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In the last 24 hours have they

Experienced

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

Daily COVID-19 Health Check Questionnaire (partially shown)

2. Select any applicable prompts on the questionnaire page.
3. Click **Submit**. You are returned to the Home page.
Note: The Daily COVID-19 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.

