

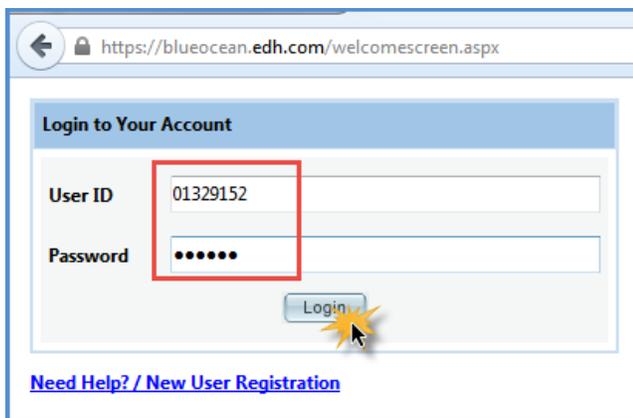
# Login- First Steps

To get started, the Student Health Center has provided you with a **User ID** and **Password** to login to your Student Health Center Portal where you can access your profile and complete your health history. The provided User ID will not change for these first steps but you have an option to change it at any time once you login. Your password is temporary and you will be prompted to change it once you log in. If you should ever forget or have trouble with your ID or password, please contact the Health Center at 515-263-2823.

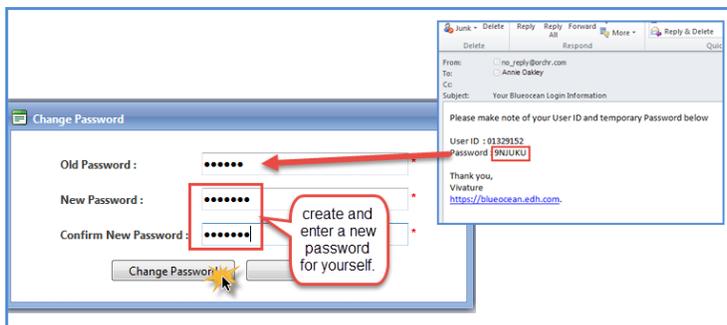
**You will not be able to login until you have been issued a GUV Student ID#. Please wait for your Student ID# to proceed.**

[Activate your Credentials](#) to have your ID/Password emailed to you, or if you have responded to your security questions in a prior login proceed now to [Forgot Password](#).

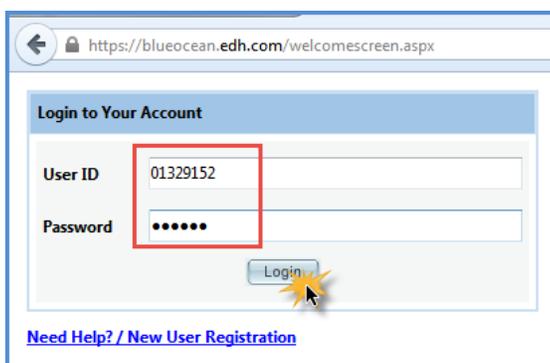
[Login HERE](#) to your Grand View Student Health Center Portal. Please make note of your **User ID** and Temporary **Password**.



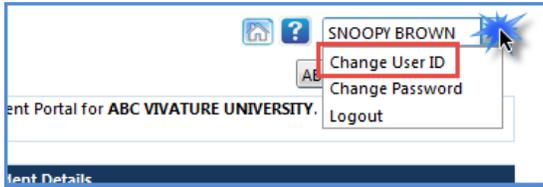
If prompted, reset your password



Login with your new password.



Change your **User ID** to your GVV Student ID#.



Login again with your new **User ID** and **Password**.

## Your Portal Account

1. Check that your demographic information is correct. Click **Demographic Changes** in the menu to update your Email Address ([grandview.edu](http://grandview.edu)), Phone Number(s), Birthdate and/or Address. Return home  when complete to continue.
2. Submit an image of your Health Insurance card with the FREE **NExTT PIC App**  on your smart phone. ([instructions here](#))
3. Complete/Update/Confirm Parent/Guardian Information. ([instructions here](#))
4. Complete/Update/Confirm Emergency Contact Information. ([instructions here](#))
5. Answer your **Security Questions** in case you forget your ID/Password.
6. Complete your Health History. ([instructions here](#))
7. Upload your Immunization records. ([instructions here](#))

Welcome **SNOOPY BROWN**, you have logged into your Student Portal for **ABC VIVATURE UNIVERSITY**. The Menu on the left allows you to access other details.

Student Details			
Student ID	ZZPEA000A	Name	SNOOPY BROWN
Date of Birth	10-29-1994	Gender	Male
Marital Status	UNKNOWN	SSN	***-**-1112
Address	1234 STREET, CITY, HI 33333		
E-mail	JCAMPBELL@VIVATURE.COM		
Home Phone		Cell Phone	666-222-1111
Int'l Student?	<input checked="" type="checkbox"/>	Class	SOPHOMORE
Enrollment Date	01-01-2015	Inactivation Date	
Roster Height		Roster Weight	174
Sport	ICE HOCKEY - MEN	Jersey Number	
Sport Position			
Enrollment Status		Study	
On Campus			
Preferred Provider			
NCAA Consent?	<input checked="" type="checkbox"/>		

Install/Use the **NExTT PIC App** to submit a copy of your health insurance card. ([instructions next page](#)).

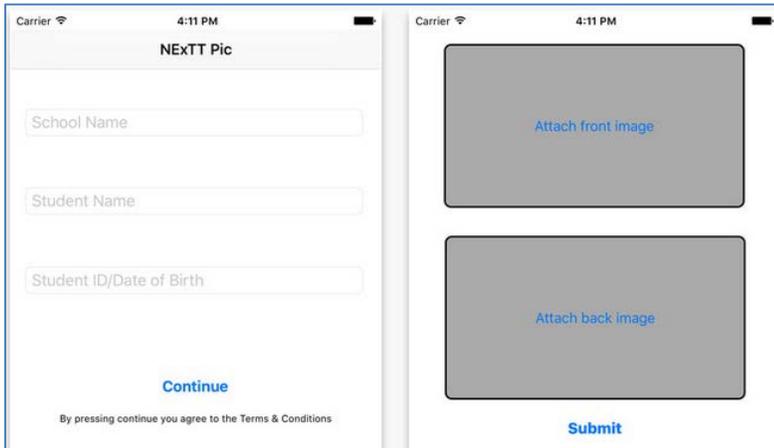
Alerts		
Alert Type	Description	Comments
ADHD	ADHD/ADD	Trouble focusing in the

**---RESOURCES---**

***\*\*\*Instead of scrolling, use the instruction links in steps 1-7 above to navigate instructions\*\*\****

## Insurance [\(video\)](#)

Install and use the FREE **NExTT PIC** App  on your smartphone from [Google Play](#) or [App Store](#). Your health insurance card information will appear in your account within a few days. [Here's How](#). *Tip: place your card on a dark background in good lighting to take the best picture.*



The screenshot shows two side-by-side views of the NExTT Pic app. The left view is a form with three input fields: 'School Name', 'Student Name', and 'Student ID/Date of Birth'. Below the fields is a blue 'Continue' button and a small disclaimer: 'By pressing continue you agree to the Terms & Conditions'. The right view shows two large grey rectangular areas for image uploads, labeled 'Attach front image' and 'Attach back image'. Below these areas is a blue 'Submit' button.

Click the plus sign  to add information to Parents/Guardians and Contacts tabs. Complete all fields marked with a red asterisk ( \* ) and **Save**.

[Back to Portal Account Instructions](#)

## Parent/Guardian Tab [\(video\)](#)

1. Click the plus sign  to add information for each parent/guardian. Information for least one (1) parent/guardian must be entered.
2. Complete all fields marked with a red asterisk ( \* ).
3. Include at least one (1) valid phone number for each parent/guardian.
4. **Save** .
5. **REPEAT** steps 1-4 for **EACH** parent/guardian.

## Contacts Tab [\(video\)](#)

1. Click the plus sign  to add information for each emergency contact. Information for least two (2) emergency contacts must be entered.
2. Complete all fields marked with a red asterisk ( \* ).
3. Include at least one (1) valid phone number for each contact.
4. **Save** .
5. **REPEAT** steps 1-4 for **EACH** emergency contact.

[Back to Portal Account Instructions](#)

# Health History

Click on the **Health History** menu option.



Click to Edit Health History



Complete each section; 1 - 3

1. **Personal History** - Respond to questions/conditions in all Systems. Indicate Medications/Active History.

**Completing the GRAND VIEW HEALTH HISTORY section and documenting ALL of your Allergies is extremely important!!!**

2. **Family History** - Respond to questions/conditions in all Systems. Indicate conditions and family members affected.
3. **Surgical History** - Click plus sign (  Add Surgical History ) and provide detail for each surgery.
4. **Save.**

The 'Health History' form is shown with the 'Personal History' section active. The left sidebar has 'Personal History' selected (1), 'Family History' (2), 'Surgical History' (3), 'Social History', and 'Sexual History'. The main area shows a list of 'Systems' with a blue arrow pointing to 'Activities' (4). Below the list is a table with columns: Condition, Yes, No, No Answer, and Notes. The first row is 'Do you participate in Music activities? Indicate details.' with radio buttons for Yes, No, and No Answer. The second row is 'Are you an athlete? Indicate sport(s) and details.' with radio buttons for Yes, No, and No Answer. The 'Notes' field contains 'Soccer'. At the bottom, there are 'Save' and 'Cancel' buttons.

Condition	Yes	No	No Answer	Notes
Do you participate in Music activities? Indicate details.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Are you an athlete? Indicate sport(s) and details.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Soccer

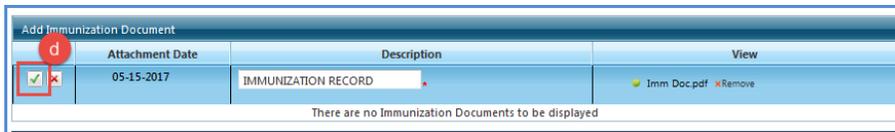
# Immunizations

1. Click on the **Immunizations** menu option. All steps 1-4 are REQUIRED!



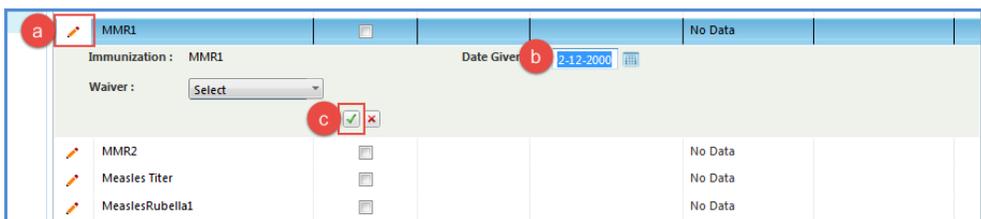
2. Add/Upload your completed Immunization record. *You can get this from your high school or health care provider.*

- a. Click  **Add Immunization Document**
- b. Enter a Label – ex: IMMUNIZATION RECORD
- c. Click **Select** to browse and upload your document. *You may have to scan a hard copy record to a saved location on your computer for this step.*
- d. Click **Save**

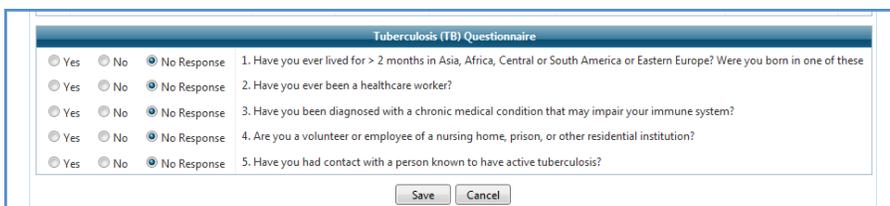


3. Document dates given for each vaccine in the vaccine list.

- a. Click the pencil  beside the exact vaccine received. Not all vaccines in the list are expected to have been received.
- b. Enter the date the vaccine was administered from your immunization record. Be sure dates for each required (red) vaccine is entered.
- c. Click **Save**



4. Scroll to the bottom of the page and complete the TB questionnaire. Click **Save**.



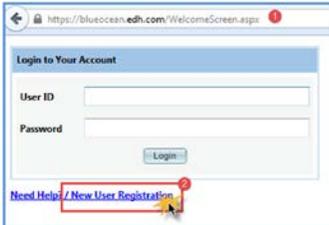
Tuberculosis (TB) Questionnaire	
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response	1. Have you ever lived for > 2 months in Asia, Africa, Central or South America or Eastern Europe? Were you born in one of these
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response	2. Have you ever been a healthcare worker?
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response	3. Have you been diagnosed with a chronic medical condition that may impair your immune system?
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response	4. Are you a volunteer or employee of a nursing home, prison, or other residential institution?
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response	5. Have you had contact with a person known to have active tuberculosis?

Save Cancel

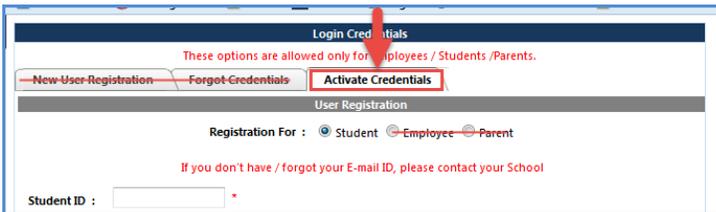
# Activate Credentials

- **IF** you've logged in before and **answered your security questions**, skip this step and [click here for Forgot Credentials instructions](#).
- **IF** you remember your login ID and Password, please skip this step and [click here for Portal Login instructions](#).
- Please contact your clinic or athletic training staff with any questions or for assistance throughout this process.

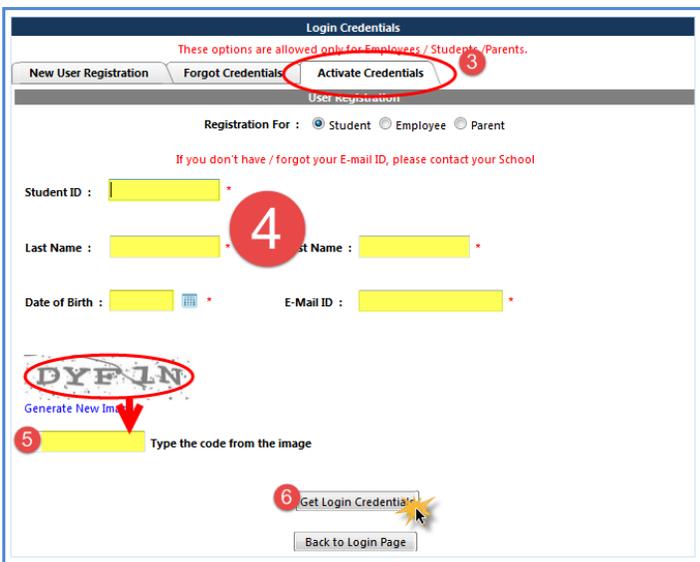
1. Go to <https://blueocean.edh.com>
2. Click **New User Registration**



3. Click **Activate Credentials**

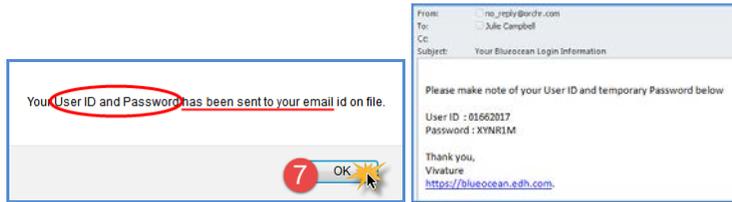


4. Complete all required (\*) fields
  - a. GVU Student ID#
  - b. Last Name
  - c. First name
  - d. Date of Birth
  - e. E-mail Address (this **MUST** be the same email currently associated with your account – Likely your school email address. If your school email address doesn't work, try another email address that you may have provided the school)
5. Type the captcha code from the image
6. Click **Get Login Credentials**

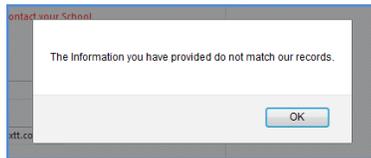


7. **IF** (follow instructions for a, b **or** c)

- a. **If** activation is successful, congratulations! Your new credentials to access the NExTT portal will be emailed to you. Make note of the user ID and password and [click here now to go to Portal Login Instructions](#).

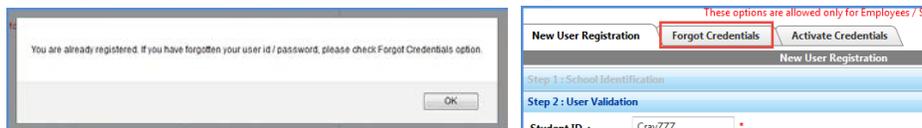


- b. **If** you are prompted that "The information you have provided does not match our records"



Click **OK**. All information entered must match information in your account. **Try again** with alternate information (ex: an alternate email). Contact your Clinic or Athletic Training Staff with issues.

- c. **If** you are prompted that you are *already registered*, that means you have already supplied answers to **security questions** in a prior login. [Click here now to go to Forgot Credentials](#).



---Do not scroll past this page - Use the links in a, b **or** c above navigate to your next step---

-----use this section only as a resource for forgotten login credentials-----

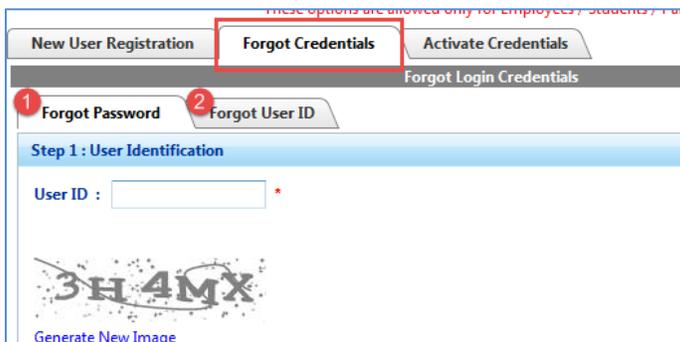
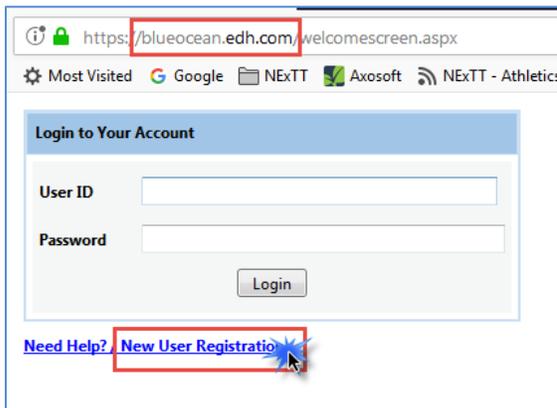
# Forgot Credentials

This feature only works if you've logged into your account before and you answered your security questions.

[Watch Video](#)

Go to <https://blueocean.edh.com>

Click **New User Registration**



Open the applicable tab. Complete all required fields. Both options require answering your security question. Your credentials will be emailed to the email address on record.

1. Forgot Password – allows you to reset your password
  - a. Enter User ID (If you don't remember your ID move to step 2)
  - b. Type the CAPTCHA – Click **Continue**
  - c. Answer your security question
  - d. Enter your preferred password, confirm it and click **Change Password**.
  - e. Login with your new password.

The first screenshot shows the 'Forgot User ID' page at Step 1: User Identification. It includes a 'User ID' field, a CAPTCHA image with the code 'XW14V', and a 'Continue' button. Below are links for 'Step 2: Security Questions' and 'Step 3: Reset Password', and a 'Back to Login Page' button.

The second screenshot shows Step 2: Security Questions. The 'User ID' is 'SNOOPY'. The security question is 'What is your oldest sibling's middle name?' with the answer 'fido' entered. A 'Continue' button is visible.

The third screenshot shows Step 3: Reset Password. The 'User ID' is 'SNOOPY'. It has fields for 'New Password' and 'Confirm New Password', both masked with asterisks. A 'Change Password' button is present.

2. Forgot User ID – Have your ID and password emailed to you.
  - a. Enter last & First name, Date of birth and the email address on file.
  - b. Type the CAPTCHA – Click **Continue**
  - c. Answer your security question
  - d. Click Continue. Your User ID and Password are sent to your email ID.

This screenshot shows Step 1: User Identification. It includes radio buttons for 'Student', 'Employee', and 'Parent'. Fields for 'Last Name' (Brown), 'First Name' (Snoopy), 'Date of Birth' (10-25-1994), and 'E-Mail ID' (jcampbell@nature.com) are present. A CAPTCHA image with the code '4UN38' is shown, along with a 'Continue' button.

This screenshot shows Step 2: Security Questions. The 'User ID' is 'BROWN\_SNOOPY'. The security question is 'What is your maternal grandmother's maiden name?' with the answer 'fido' entered. A 'Continue' button is visible.

This screenshot shows a confirmation message: 'Your User ID and Password are sent to your email id.' with an 'OK' button.