

# COMPLETING YOUR ONLINE HEALTH FORM

## UPDATE YOUR HEALTH INFORMATION

### Health Insurance Card Information

1. Download and install the free **NExTT Pic App** on your smartphone
2. **To take the photo**, place your health insurance card on a dark background in good lighting

*Health insurance card information appears in your account within a few days.*

### Demographic Information

1. Click **“Demographic Changes”** in the sidebar menu on the left
2. **Update** your email address (grandview.edu), phone number(s), birth date and/or address
3. Click the **“save”** button when complete
4. Return **home** when complete to continue

### Parent/Guardian Information

1. **Click the plus (+) sign** to add information for each parent/guardian
2. Complete **fields marked with red asterisk (\*)**
3. Include at least **one valid phone number** for each parent/guardian
4. Click **“save”**
5. **Repeat** for each parent/guardian

*Provide information for at least one parent/guardian.*

### Contacts

1. **Click the plus (+) sign** to add information for each emergency contact
2. Complete **fields marked with a red asterisk (\*)**
3. Include at least **one valid phone number** for each contact
4. Click **“save”**
5. **Repeat** for each emergency contact.

*Provide information for at least two emergency contacts.*

### My Security Questions

*Answer your Security Questions in case you forget your User ID or Password.*

1. Select **“My Security Questions”** on the left side navigation
2. **Choose a question and answer** for all three options listed.
3. Click **“save”**

### Health History

1. Click on **“Health History”** menu on the left side navigation
2. Select the **“I Want to Edit My Health History”** button
3. Complete these **sections: Personal History, Family History and Surgical History**. *It is not necessary to complete social and sexual history.*
4. Click **“save”**

### Immunization Records

*You will need a scanned or electronic copy of your immunization records to complete this step.*

1. Click on the **“Immunizations”** menu option in the left navigation
2. Select **“+ Add Immunization Document”** to add/upload your completed immunization record
3. **Enter a label** (ex.: IMMUNIZATION RECORD)
4. Click **“select” to browse and upload your document**
5. Click **“save”**
6. **Enter the date** the vaccine was administered from your immunization record. Be sure dates for each required (noted in red) vaccine is entered.
7. Click **“save”**
8. Scroll to the bottom of the page and **complete the TB questionnaire**
9. Click **“save”**
10. If you answer yes to any TB question, upload your TB test to **“+ Add Immunization Document”**

## UPDATE YOUR USER ID AND PASSWORD

**Note: Changing your password is required upon login.**

### Update Your Password

1. Enter the **User ID and Password** provided in your email and select **“Login”**
2. You will be prompted to reset your password. Create and **enter a new password**. Select **“Change Password”**
3. A prompt will appear that says: “Your Password has been changed now. Please login back again with your new password!” Select the link that says **“Login Page.”**
4. **Login** with the User ID provided and your **new password**.

### Update Your User ID

1. In the **drop down on the top right side** where your name appears, click **“Change User ID”**
2. Enter your **Grand View Student ID#** in the “New User ID” field
3. Enter the **new password** you created
4. Select **“Change User ID”** button

5. A prompt will appear that says: “Your User ID has been changed as ‘XXXXXX.’ Login again with your new User ID!” Select the **“Login Page”** link. *You will receive an email with your new User ID.*
6. **Login** with the **new User ID** and **password**

### Forgot Password or User ID

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

1. Select the **“Need Help? / New User Registration”** link near the bottom
2. Click the **“Forgot Credentials”** tab near the top of the screen
3. Choose the applicable tab: **“Forgot Password”** or **“Forgot User ID”**
4. Complete **all required fields**. Both options require answering at least one of your security questions.

*Your credentials will be emailed to your Grand View email address.*