

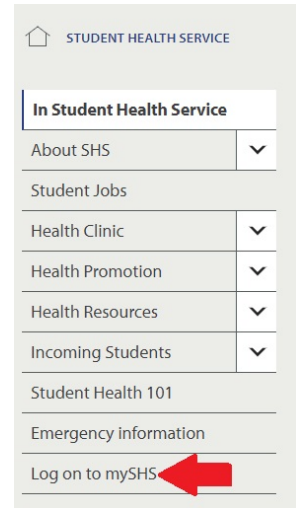
Student Health Service mySHS Portal Instructions

Step 1: Log onto uwec.edu/shs to get to the **Student Health Service website**.

Step 2: Log onto mySHS using your university username and password.

Step 3: Under the Forms tab please complete the following sections:

- **Consent to Treatment**
- **Health History**
 - Enter approximate date for onset of problem
 - To bypass adding a date if not applicable, select 'Add'
 - If no history of significant health problems, enter today's date for 'onset'
- **Notice of Privacy Practices**



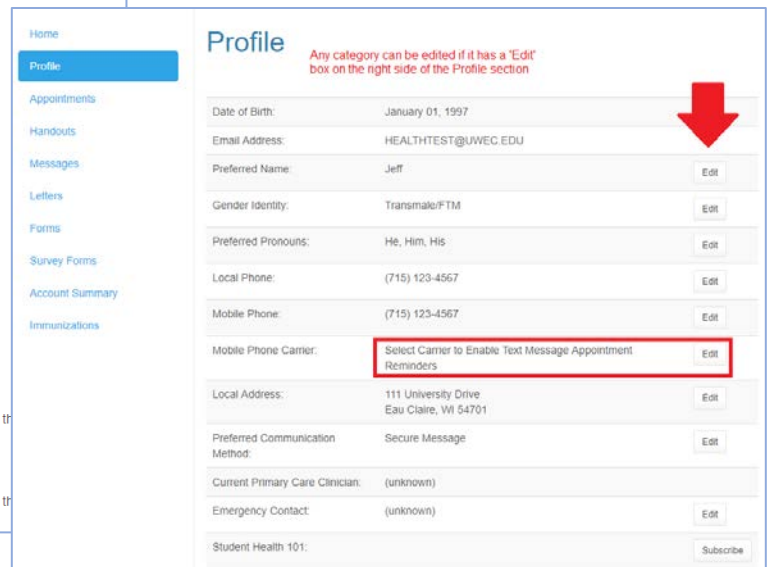
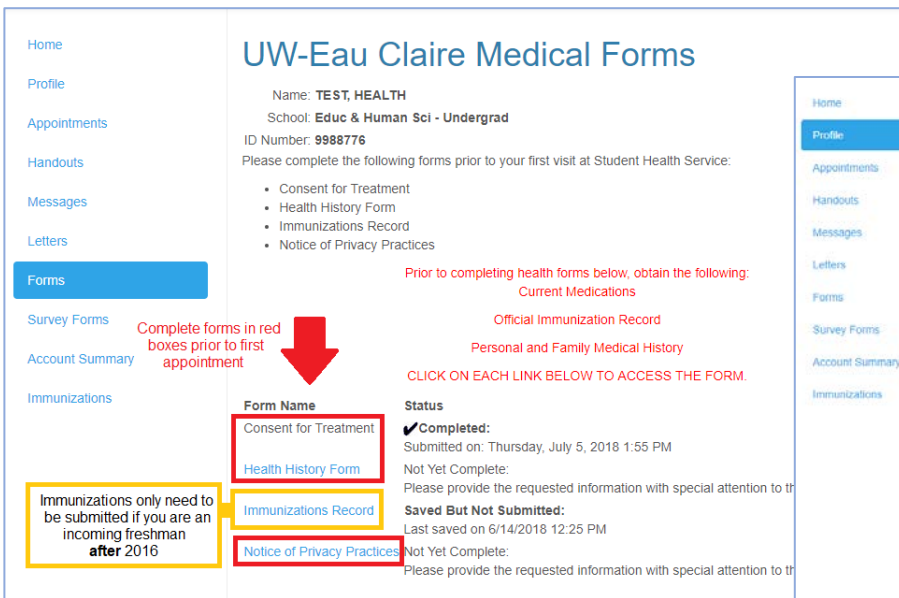
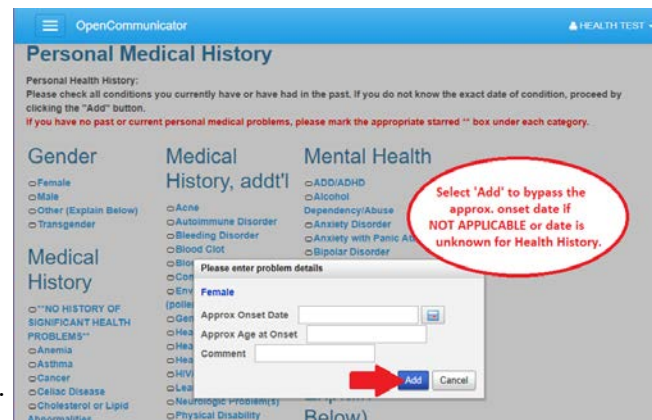
Step 4: Update your information in the Profile tab

- **Address**
- **Phone number**
- **Emergency contact**

Step 5: Enable* TEXT message reminders if you would like to start receiving your appointment reminders via text. Found under the Home and Profile tabs.

To **disable text reminders, select [NONE] in the Mobile Phone Carrier category.*

Step 6: Log out and close the browser window.



**Immunization Record does not have to be complete if you are here for your appointment. Please, complete at a later time...*

Online Scheduling, Secure Messages and e-Fill Requests

Online Scheduling

Once logged in and steps 1-5 above have been completed, to access online scheduling*, select the Appointments Tab.

**To be eligible for making an online appointment, you must be currently taking a class at UW-Eau Claire.*

Most visit types are available for scheduling online, as well as, Health Education classes, TB Skin tests and other injections.

If you do not see your reason for scheduling an appointment, **do not schedule** for a different appointment type*. Please contact us via phone to make your appointment.

**Incorrectly scheduled appointments may result in the need to reschedule the appointment for another time.*

Secure Messages

To read messages and send replies, communicate with SHS staff or initiate e-Fill requests, select the Messages Tab.

If a provider tries to contact you through secure message, you will receive an e-mail message on your UW-Eau Claire e-mail. Click the link to connect to my SHS portal to read the message.

If you have a specific question for a Nurse, SHS administrator or the SHS Billing Office, select New Message.

e-Fill Request

e-Fill request is an option when you select New Message. e-Fill requests are for ordering refills of a current birth control prescription or to order condoms, dental dams, and lubricant.

You will receive a secure message when your supplies are available for pickup.

If you have any questions, please contact us:

Appointments: 715-836-5360

Front Office: 715-836-4311