International Student Screening Instructions – Spring 2018

Students under age 18: Any student under age 18 will need their parent/guardian to fill out the Consent to Treat Minor Child Form prior to being seen. This can be uploaded through the Student Health Portal.

- **Access the Student Health Service website at**
  
  www.ndsu.edu/studenthealthservice/
  
  - Click on the Student Health Portal

- **Log-in using your NDSU Electronic ID (ex. Blackboard) credentials:**
  
  User name: Typically FirstName.LastName (ex. John.Smith) (ex. John.Smith.1)
  
  Password: Your personal NDSU password

- **Update your demographics:**
  
  Once you are logged in to the portal, click on your name in the upper right corner and click on “Edit Your Profile”. Make sure all this information is up to date and click “Save” at the bottom.

- **Click on the Appointment icon to schedule your appointment. Select the following:**
  
  Clinic: NDSU Student Health Service
  
  Reason: International Student Screening
  
  Provider: Nurse International
  
  Click “Submit”

- **Schedule your appointment:**
  
  Select a day on the calendar that works for your schedule. The open times for that day will be displayed. Click the green select button associated with the date/time that works for you.
  
  **DEADLINE: January 2\textsuperscript{nd} – 11\textsuperscript{th}, 2018**
  
  **NOTE:** United Healthcare Insurance coverage for Spring students will begin on January 1\textsuperscript{st}, 2018. It is your responsibility to schedule your appointment between the dates listed above. If you schedule an appointment before January 1\textsuperscript{st}, United Healthcare will not cover the cost of the visit. You may upload your immunization documentation (in English) prior to your arrival through the Student Health Portal.

- **Appointment Reminder:**
  
  You will receive an appointment reminder to your NDSU email the day before your appointment. Your appointment reminder will come from the email account NDSUclinic@medicat.com. If you have a cell phone number listed in your demographics, you will receive an appointment reminder via text.

- **Location/Phone Number:**
  
  NDSU Student Health Service / Wallman Wellness Center, 102 / 701-231-7331

Reviewed: 12/2017