SCHEDULING YOUR COVID-19 TEST

Your health and safety is important, and so is the health and safety of our community. In order to become authorized to be on campus, please follow the steps below to schedule your COVID-19 test appointment through My CHC Portal.

1. **DO NOT** show up at the testing centers without an appointment.

1. Log into the My CHC Portal at https://mychc.gwu.edu. From the portal home page, click on “Profile.”

2. Click “Edit” on the “Mobile Phone,” “Text Messaging,” and “Mobile Phone Carrier” lines to update each of these categories.

   **Note:** Please ensure that your mobile phone number and mobile phone carrier are accurate and that text messaging is enabled.
3. From the left menu, click on “Appointments.”

4. Click on “Schedule an appointment.”

5. Select “COVID-19 Testing,” and then click “Continue.”
6. Select either "Student" or "Employee," depending on your primary role at the university.

7. Select either "[Student/Employee] with COVID-19 Symptoms" or "[Student/Employee] with No COVID-19 Symptoms."

   Note: Individuals with symptoms consistent with COVID-19, who have been identified as a close contact through contact tracing, or have been ordered to quarantine based on a potential exposure, travel to a high-risk state as identified by the D.C. government, etc. should select "Student/Employee with COVID-19 Symptoms."

8. Select the location, either Smith Center (Foggy Bottom) or Enterprise Hall (Virginia Science and Technology Campus).

   Note: The Virginia Science and Technology Campus will only offer testing for students/employees with no COVID-19 symptoms. Students and employees with symptoms consistent with COVID-19 may schedule a symptomatic appointment at the Foggy Bottom Campus, through their primary care physician, or a community-based testing site.
9. Select an Appointment date and time slot, then click “Continue.”

10. Review your appointment, and click “Schedule” to schedule your appointment, “Retry” to adjust your appointment, or “Cancel” to cancel your appointment.

11. If you clicked “Schedule,” your appointment is scheduled. Please either:

   Bring your phone to your appointment to present your QR code at check-in

   or

   Print the page with your QR code and bring that to your appointment.