



# SCHEDULING YOUR COVID-19 TEST

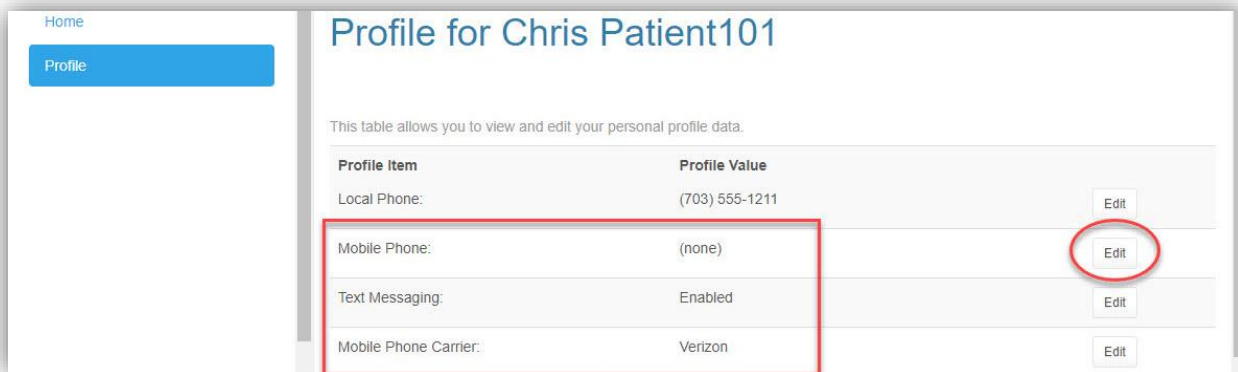
Your health and safety are important, and so is the health and safety of our community. In order to become authorized to be on campus, please follow the steps below to schedule your COVID-19 test appointment through **My CHC Portal**.

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

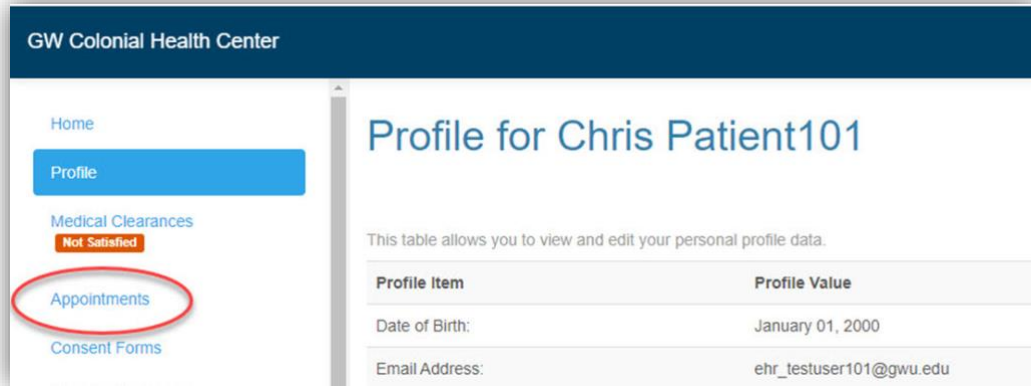
1. Log into the My CHC Portal at <https://mychc.gwu.edu>. From the portal home page, click on **“Profile.”**



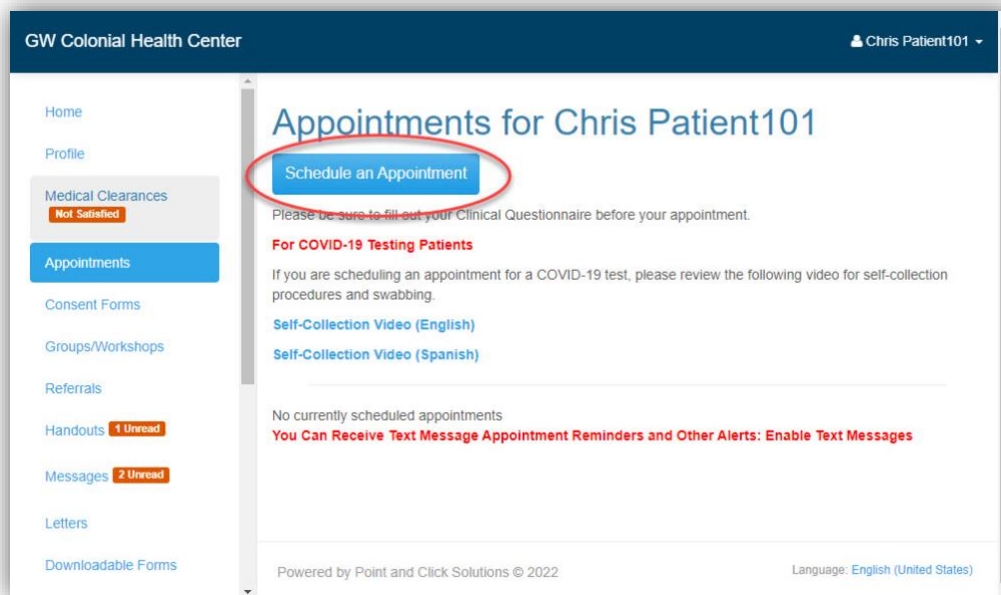
2. Click **“Edit”** on the **“Mobile Phone,” “Text Messaging,”** and **“Mobile Phone Carrier”** lines to update each of these categories. *Note:* Please ensure that your mobile phone number and mobile phone carrier are accurate and that text messaging is enabled.



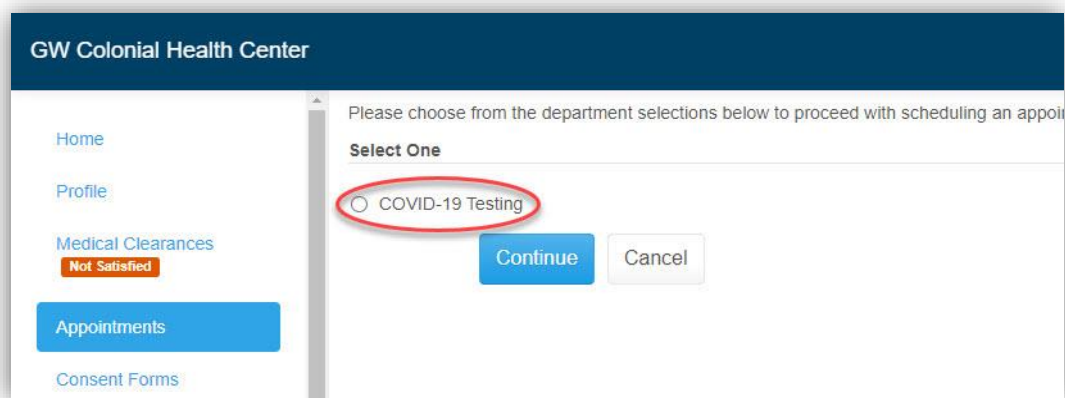
3. From the left menu, click **“Appointments”**



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.

The screenshot shows the GW Colonial Health Center portal. On the left is a navigation menu with links for Home, Profile, Medical Clearances (with a 'Not Satisfied' status), Appointments, and Consent Forms. The main content area asks, 'Are you a Student, an Employee or PostDoc?' and provides a 'Select One' dropdown menu. Two radio button options are visible: 'Student' and 'Employee (All Faculty/Staff/PostDocs)'. Both options are enclosed in a red rectangular box. Below the options are 'Continue' and 'Cancel' buttons.

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

The screenshot shows the GW Colonial Health Center portal. The navigation menu is the same as in the previous screenshot. The main content area asks, 'Do you have symptoms (are you feeling sick)?' and provides a 'Select One' dropdown menu. Two radio button options are visible: 'Student with COVID Symptoms' and 'Student with No COVID Symptoms'. Both options are enclosed in a red rectangular box. Below the options are 'Continue' and 'Cancel' buttons.

8. For those with No Symptoms, select the location from the list.

*Note:* These locations only offer testing for students/employees with **no** COVID-19 symptoms. Those with symptoms can schedule at the Student Health Center location only.

The screenshot shows the GW Colonial Health Center portal. The navigation menu includes Home, Profile, Medical Clearances (with a 'Not Satisfied' status), Appointments, Consent Forms, Groups/Workshops, and Referrals. The main content area asks, 'Where would you like to receive your test?' and provides a 'Select One' dropdown menu. A list of seven radio button options is visible: 'Foggy Bottom', 'Virginia Science and Technology Campus (VSTC)', 'VSTC Self Check in', 'Alexandria Campus', 'Arlington Campus', 'Rockville Biostatistics Center', and 'Mt. Vernon'. The entire list of options is enclosed in a red rectangular box. Below the options are 'Continue' and 'Cancel' buttons.

9. Confirm your contact information. Click the corresponding “**Edit**” link to update non-current information. Then click “**Continue**.”

*Note:* It is very important that your health record have the most up to date contact information to share results and provide services.

GW Colonial Health Center | Chris Patient101

### Confirm Contact Information

Please confirm your contact information. It is very important that this is accurate. If it is not correct to use the edit links to update this information.

Email Address: ehr_testuser101@gwu.edu	Edit Email Address
Local Phone: 7035551211	Edit Phone Number
Local Address: 45245 Rabbit Hill Drive	Edit Address
Ashburn, VA 20147	

[Continue](#) [Cancel](#)

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10. For campuses with multiple sites, select the site you wish to go to from the drop down. Select an Appointment date and time slot, then click “**Continue**.”

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### Schedule Appointment

Appointments available to book via the web:

Set search start date: 10/27/2022

System will search from the start date to the 1 to 7 (max) days following.

Visit Type: COVID-19 Test (Student)

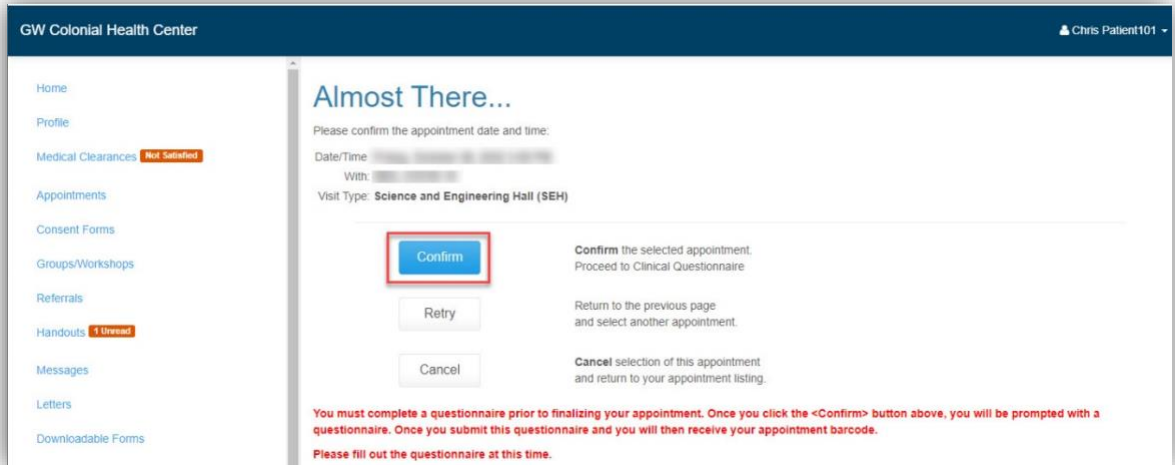
Location: Select Location...

- Select Location...
- 1957 E Street
- Monroe Hall, G St NW
- Science and Engineering Hall (SEH)

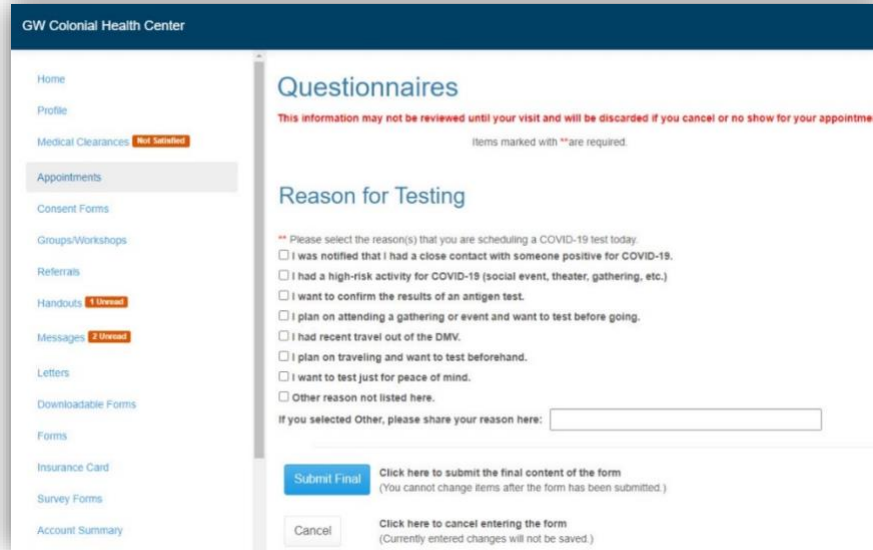
[Continue](#) for appointments

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



11. Complete the Questionnaire by selecting one or more checkboxes. Click “**Submit Final**” to finish.



12. If you clicked “**Submit Final**” above, 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.

