



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."

GW Colonial Health Center		🔺 Test Patient101 👻
Home	Home for Chris Patient101 You last logged in: 10/19/2022 2:42 PM (+ Log Out	
Medical Clearances Not Satisfied	Show Badge (Clearance Status: Not Vaccine Compliant)	
Appointments	I would like to	
Consent Forms	Enter My COVID-19 Vaccination Information	
Groups/Workshops	Schedule an Appointment	
Referrals		

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.

Home	Profile for Chris	s Patient101	
	This table allows you to view and edit	your personal profile data.	
	Profile Item	Profile Value	
	Local Phone:	(703) 555-1211	Edit
	Mobile Phone:	(none)	Edit
	Text Messaging:	Enabled	Edit
	Mobile Phone Carrier:	Verizon	Edit

3. From the left menu, click "Appointments"



4. Click on "Schedule an appointment."

N Colonial Health Center	La Chris Patient	101
Home	Appointments for Chris Patient101	
Profile	Schedule on Appendix mont	
Medical Clearances Not Satisfied	Please be sure to fill out your Clinical Questionnaire before your appointment.	
Appointments	For COVID-19 Testing Patients	
Consent Forms	procedures and swabbing.	
Groups/Workshops	Self-Collection Video (English) Self-Collection Video (Spanish)	
Referrals		
Handouts 1 Unread	No currently scheduled appointments You Can Receive Text Message Appointment Reminders and Other Alerts: Enable Text Messages	
Messages 2 Unread		
Letters		
Downloadable Forms	Powered by Point and Click Solutions © 2022 Language: English (United St	ates)

5. Select "COVID-19 Testing," and then click "Continue."

Home	Please choose from the department selections below to proceed with scheduling an app Select One
Profile	O COVID-19 Testing
Medical Clearances Not Satisfied	Continue
Appointments	
Consent Forms	

6. Select either "**Student**" or "**Employee**," depending on your primary role at the university.

Home	Are you a Student, an Employee or PostDoc? Select One	
Profile	⊖ Student	
Medical Clearances	 Employee (All Faculty/Staff/PostDocs) 	
Not Satisfied	Continue	
Appointments		

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

lome	Do you have symptoms (are you feeling sick)?
ione -	Select One
Profile	Student with COVID Symptoms
Medical Clearances	Student with No COVID Symptoms
Not Satisfied	Continue Cancel
Appointments	

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.

	Where would you like to receive your test?
lome	Select One
rofile	O Foggy Bottom
Medical Clearances Not Satisfied	 Virginia Science and Technology Campus (VSTC)
	O VSTC Self Check in
	 Alexandria Campus
Appointments	 Arlington Campus
	 Rockville Biostatistics Center
Consent Forms	O Mt. Vernon
Oreune (Merkehene	

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.

N Colonial Health Center	Chris P	atient101
Home	Confirm Contact Information	
Profile	Please confirm your contact information. It is very important that this is accurate. If it is not correct to use links to undate this information	e the edit
Medical Clearances Not Satisfied	Email Address: ehr_testuser101@gwu.edu Edit Email Address	
Appointments	Local Address: 45245 Rabbit Hill Drive Edit Address Ashburn, VA 20147	
Consent Forms		
Groups/Workshops	Continue	
Referrals		
Handouts 1 Unread		
Messages 2 Unread		
Letters		
Downloadable Forms	n and an and a second se	and Photos

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**."

V Colonial Health Cente		Chris Patient101 •
Home	Schedule Appointment	
Medical Clearances Not Satisfied	Set search start date: 10/27/2022 System will search from the start date to the 1 to 7 (max) days following.	
Appointments	Visit Type: COVID-19 Test (Student) Location: Select Location	
Consent Forms	Select Location 1957 E Street for a ppointments	
Groups/Workshops	Monroe Hall, G St NW Science and Engineering Hall (SEH)	
Referrals		
Handouts 1 Unread		
Messages Z Unread		
Letters		

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.

	Questionnaires	
Profile	This information may not be reviewed until your visit and will be discarded if you cancel or no show for your appoint	
Medical Clearances Not Satisfied	Items marked with **are required.	
Appointments		
Consent Forms	Reason for Testing	
Groups/Workshops	Please select the reason(s) that you are scheduling a COVID-19 test today. I was notified that I had a close contact with someone positive for COVID-19.	
Referrais	I had a high-risk activity for COVID-19 (social event, theater, gathering, etc.)	
Handords 10mmad	I want to confirm the results of an antigen test.	
	I plan on attending a gathering or event and want to test before going.	
Messages 2 Unicad	I had recent travel out of the DMV.	
	I plan on traveling and want to test beforehand.	
Letters	I want to test just for peace of mind.	
Downloadable Forms	Other reason not listed here.	
Forms	If you selected Other, please share your reason here:	
Insurance Card	Submit Final Click here to submit the final content of the form	
Survey Forms	(You cannot change items after the form has been submitted.)	

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.

