# 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.
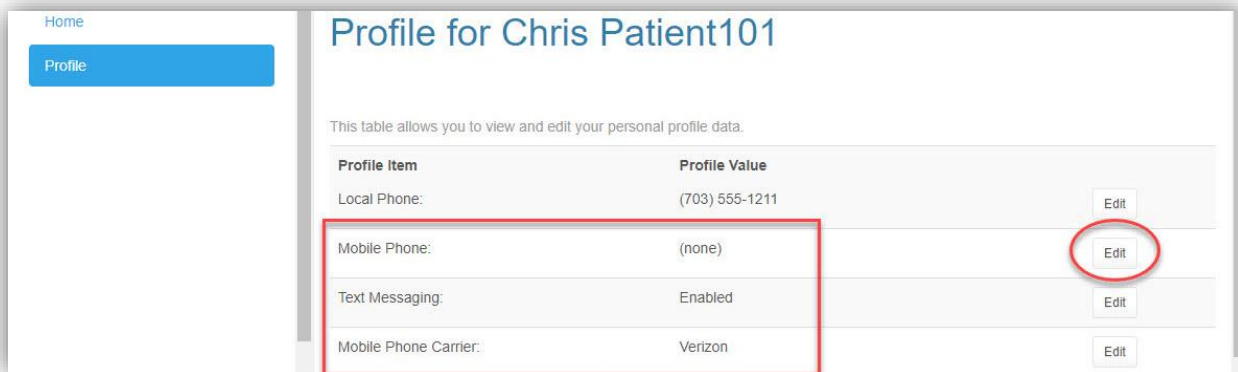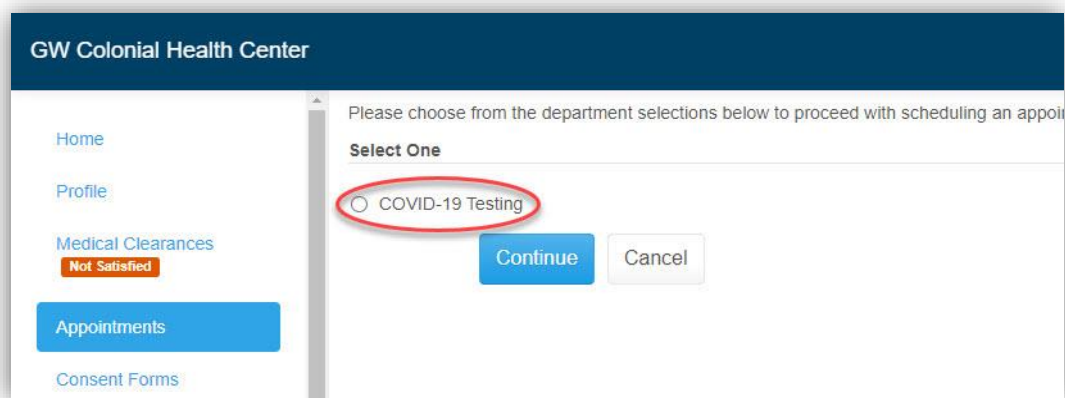
3. From the left menu, click "**Appointments**"
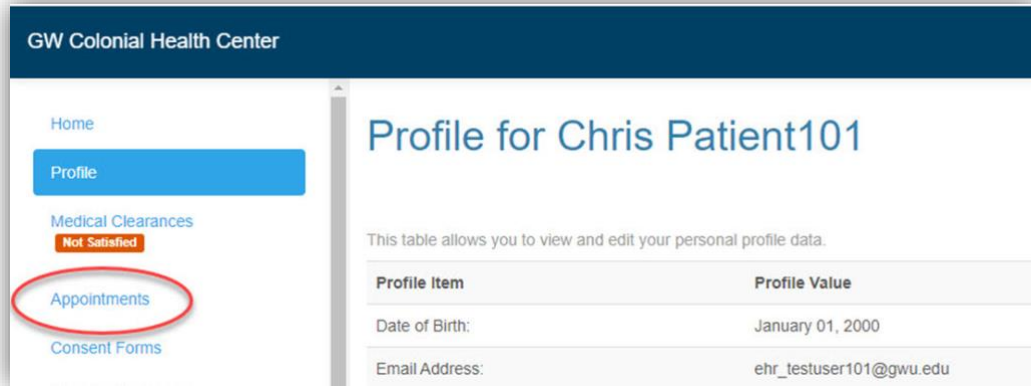


4. Click on "**Schedule an appointment**."
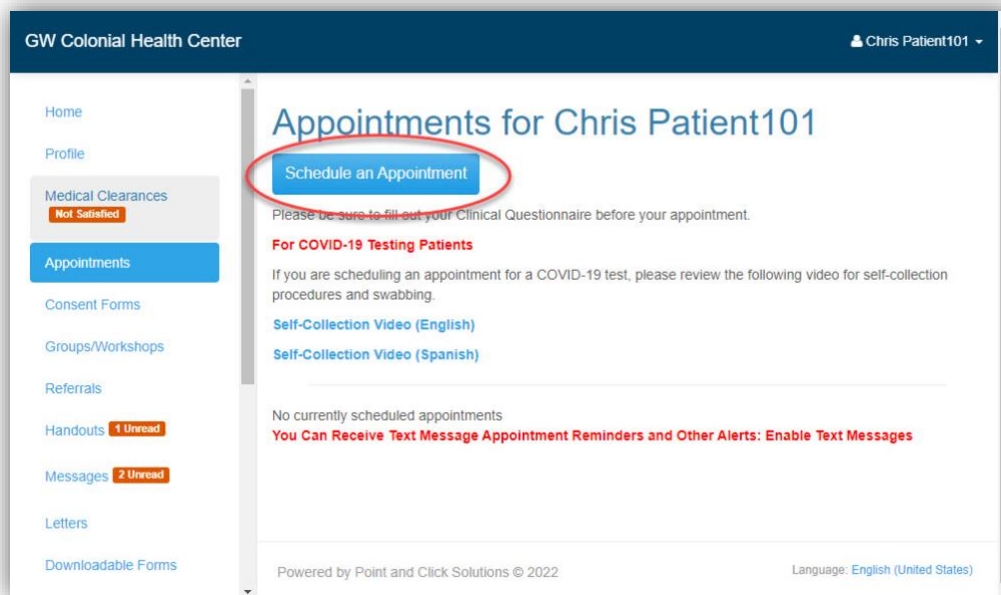


5. Select "**COVID-19 Testing**," and then click "**Continue**."

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



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



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.

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.



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**."

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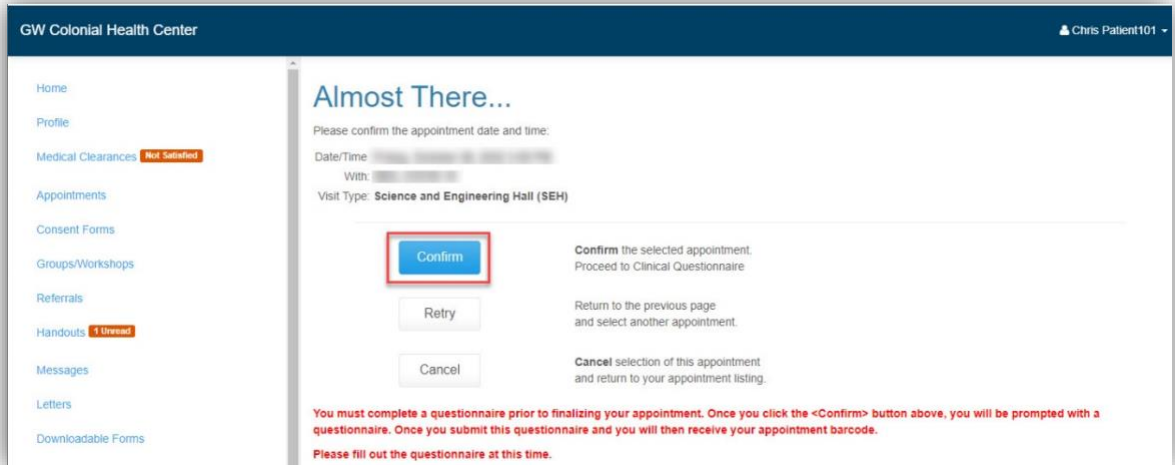


11. Complete the Questionnaire by selecting one or more checkboxes. Click "**Submit Final**" to finish.
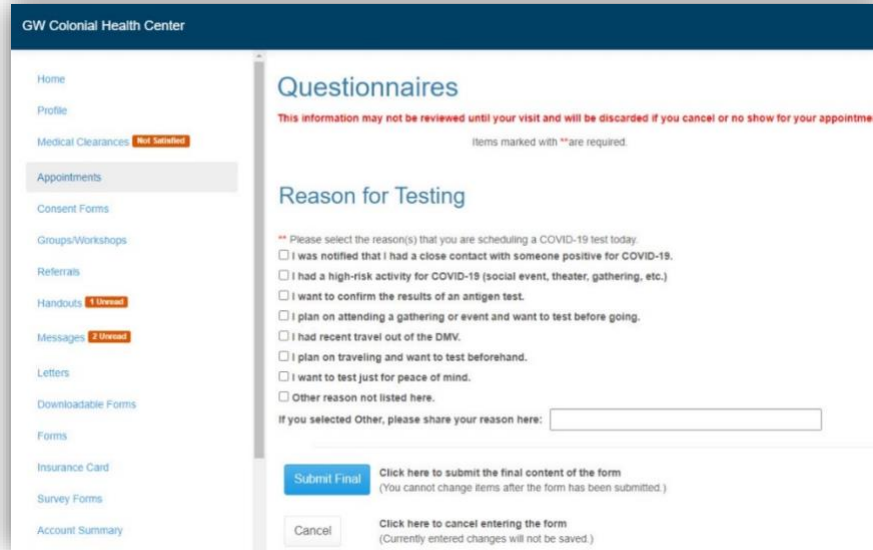


12. If you clicked "**Submit Final**" above, your appointment is scheduled.
Please either:

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.