Faculty and Staff

HOW TO REGISTER FOR HEALTH E-MESSENGER

and Schedule a COVID-19 Test
How to Register for Health e-Messenger

To protect the UCSC community and monitor the COVID-19 infection rate on campus, UCSC must periodically test faculty, staff and students. All members of the UCSC community, including faculty and staff, must have an electronic health record so we can return your test results privately and securely.

We use Health e-Messenger to store your health records securely. You will need to register for Health e-Messenger, complete a few online consent forms, and then schedule your test. The process takes about five minutes.

STEP ONE

Go to studenthealth.ucsc.edu and enter your Cruz ID and Gold password.
STEP TWO

Confirm your identity by answering the Duo Mobile prompt.

STEP THREE

Enter your birthdate and click PROCEED.
STEP FOUR

You will arrive at the Health e-Messenger homepage. In the left menu, choose MEDICAL CLEARANCES.

**Desktop Version**

![Desktop Version of Health e-Messenger](image)

**Mobile Version**

![Mobile Version of Health e-Messenger](image)
STEP FIVE

Click the green UPDATE button next to “Notice of Privacy Practices, General Consent, and Assignment of Benefits”

STEP SIX

Read the privacy consent form and click SUBMIT FINAL.
You will see a confirmation message. Click PROCEED.

STEP SEVEN

In the left menu, choose PROFILE.
## STEP EIGHT

Complete your profile by selecting the EDIT buttons for phone and local address. Enter your information and click CONTINUE when done.

![Profile for EXAMPLE PATIENT TEST](image)

You don’t need to enter your healthcare providers’ contact information. If you need to change your pronouns, gender identity, or preferred name, please contact the Student Health Center by going to MESSAGES in the left menu and choosing MESSAGES, NEW MESSAGES, then MEDICAL RECORDS FORM SUBMISSION OR PHOTO UPLOAD.
How to Complete the COVID-19 Employee Voluntary Testing Consent Form

After registering, you will need to complete a COVID-19 Testing consent form before you can schedule a test.

If you’ve scheduled a COVID-19 test with us before and have already completed the form, skip ahead to “How to Schedule a COVID-19 Test.”

STEP ONE

Go to the FORMS section in the left menu.

Health e-Messenger

- Home
- Profile
- Medical Clearances
- Appointments
- Referrals
- Handouts
  - Messages
  - Letters
  - Forms
  - Survey Forms
  - Account Summary
  - Visits/Allergies/Medication info
  - Immunization History

_log out_
STEP TWO

Click “COVID-19 Employee Voluntary Testing Consent.”

Gather your health records, including medication and immunization records.
Review your records and your family health history with family members.
Allow 15 minutes to complete each form.

STEP THREE

You will see the consent form. Read it, complete your personal information, add your name and today’s date, then click SUBMIT FINAL.

Read the thirteen bulleted items. More items are above.
STEP FOUR

You will see a confirmation screen. Click PROCEED.

COVID-19 Employee Voluntary Testing Consent Completed

The COVID-19 Employee Voluntary Testing Consent has been successfully submitted.

Proceed

Now you are ready to schedule your test. Instructions continue on the next page.
How to Schedule a COVID-19 Test

**STEP ONE**

Make sure you’ve completed the consent form described above. In the left menu, click APPOINTMENTS, then click SCHEDULE AN APPOINTMENT.

![Appointments for PATIENT FOR TEST TEST](image)

**STEP TWO**

Select “I am an Employee,” then CONTINUE.

![Select One](image)
STEP THREE

Select “Parking Lot COVID-testing” then CONTINUE.

IF THIS IS A MEDICAL EMERGENCY, CALL 9-1-1 OR GO TO YOUR NEAREST EMERGENCY DEPARTMENT.

STEP FOUR

Select “I do NOT have any of the above symptoms.” If you do have symptoms, read the information above the buttons to learn what to do. Click CONTINUE.

If you have these symptoms, then follow the instructions below.

If you don’t have symptoms, then select this option and click CONTINUE.
STEP FIVE

Select “I have completed the COVID-19 Employee Voluntary Testing Consent Form in the last 12 months.”  
(If you have not completed the form, read the previous section “How to Complete the COVID-19 Employee Voluntary Testing Consent Form,” complete the form, and go back to APPOINTMENTS to re-start the scheduling process.)

STEP SIX

Enter your callback number and click CONTINUE.

STEP SEVEN

Select the appointment you want, then CONTINUE. You can also select MORE DATES.
STEP EIGHT

Review your appointment date and time. Select SCHEDULE.

![Appointment Details]

If you do not keep your appointment and do not cancel it in advance, there is a $25 Missed Appointment fee which will automatically be billed to your student account. (This does not apply to Birth Control Pill Online Screening.) Call (831) 459-2500 to leave a message to cancel an appointment 24 hours a day.

You will be taken to a confirmation page. You can now see your currently scheduled appointment and can cancel if needed. You can see your scheduled appointments in the future by looking at the APPOINTMENTS section in the left menu.
What to Know Before You Arrive

- You must complete your address and phone in the profile tab of Health e-Messenger (studenthealth.ucsc.edu). If you return to schedule another COVID-19 test in the future, your information will be saved.
- All appointments take place in the Student Health Center parking lot under a canopy. We are on McLaughlin Drive across from Colleges 9 & 10.
- To learn more about the tests, visit healthcenter.ucsc.edu/services/covid-19-testing.html.
- The charge for a missed appointment does not apply to employees. However, please do not skip your appointment without notifying us at (831) 459-2500.

Thank you for helping us keeping the UCSC Community healthy!
The UCSC campus healthcare staff appreciates you.