How to complete a COVID-19 Contact Tracing Form

If you have received a positive COVID-19 test result, you will need to complete a COVID-19 Contact Tracing form. Please follow the instructions below in order to access, complete, and send the form.

From your PC Browser:

For Students:

1) Please log in to your SHS Student Health Portal and access the Secure Messages Inbox page from the main menu by selecting “Messages”:

The Claremont College - Student Health Services

Home

Profile

Health History

Appointments

Referrals

Handouts

Messages
2) Once in the Secure Messages Inbox, select “New Message”:

Secure Messages Inbox

[New Message] [Refresh]

3) From the selections presented, choose “COVID-19 Contact Tracing Form” and hit Continue:

Please make a selection below:

- I have questions/concerns about a prior visit
- I have questions/concerns about Student Health charges
- Medical Records Request
- [COVID-19 Contact Tracing Form]

If you have an urgent condition, you should seek emergency

[Continue] [Cancel]

4) Complete the form as thoroughly as possible and hit “Send” at the bottom of the form:

[Send] [Cancel]

5) You are finished once you have hit send and are presented with a confirmation page.
From your PC Browser:

For Employees:

1) Please log in to your [SHS Health Portal](#) and access the Secure Messages Inbox page from the main menu by selecting “Messages”:

2) Once in the Secure Messages Inbox, select “New Message”:
3) From the selections presented, choose “COVID-19 Contact Tracing Form” and hit Continue:

Please make a selection below:

- [ ] COVID-19 Contact Tracing Form

If you have an urgent condition, you should seek emerg.

[Continue] [Cancel]

4) Complete the form as thoroughly as possible and hit “Send” at the bottom of the form:

[Send] [Cancel]

5) You are finished once you have hit send and are presented with a confirmation page.
From your Mobile Browser:

For Students:

1) Please log in to your SHS Student Health Portal and access the Secure Messages Inbox page from the main menu in the upper left hand corner and then selecting “Messages”: 
2) Once in the Secure Messages Inbox, select “New Message”:

![Secure Messages Inbox]

3) From the selections presented, choose “COVID-19 Contact Tracing Form” and hit Continue:

Please make a selection below:

- I have questions/concerns about a prior visit
- I have questions/concerns about Student Health charges
- Medical Records Request
- COVID-19 Contact Tracing Form

If you have an urgent condition, you should seek emergency care.

![Continue and Cancel]

4) Complete the form as thoroughly as possible and hit “Send” at the bottom of the form:

![Send and Cancel]

5) You are finished once you have hit send and are presented with a confirmation page.
From your Mobile Browser:

For Employees:

1) Please log in to your **SHS Health Portal** and access the Secure Messages Inbox page from the main menu in the upper left hand corner and then selecting “Messages”:
2) Once in the Secure Messages Inbox, select “New Message”:

Secure Messages Inbox

New Message  Refresh

3) From the selections presented, choose “COVID-19 Contact Tracing Form” and hit Continue:

Please make a selection below:

- COVID-19 Contact Tracing Form

If you have an urgent condition, you should seek emergency care.

Continue  Cancel

4) Complete the form as thoroughly as possible and hit “Send” at the bottom of the form:

Send  Cancel

5) You are finished once you have hit send and are presented with a confirmation page.