GUIDE FOR USING THE OCCUPATIONAL HEALTH ON LINE HEALTH QUESTIONNAIRE PORTAL

A. HOW TO CREATE YOUR ACCOUNT:

1. Before completing the questionnaire you will need to create an account. Follow the link you have been sent in an email by the UCL School or Faculty you have applied to. This will take you to the log-in page for the web portal.

2. Click on the ‘Sign up now’ option.
3. Now complete the details on the Portal Account Creation Screen. You will need to enter:

- Your personal email address. **Please use one email for use of this system**
- You will need to use this to log in to the system once you have created your account.
- Your UCL Occupational Health reference number provided in the email from the UCL School or Faculty to which you’ve applied.
- A password of your choice. This should be at least eight characters in length and should contain upper and lower case letters, numbers and at least one special character - for example - ! £ $ % ^ & * ( ) #?

4. Your chosen security question and associated answer. You will then need to complete the **Captcha**. Note that this is case sensitive. Then hit ‘continue’ to verify your account.

5. You will then receive an email at the address you entered. Open your email and click on the link in this to **verify** your email address.

6. You will now be asked to log back in to the portal and enter your personal details.
7. Once you have logged in using the credentials entered in the previous pages, you will be presented with the following screen. Enter your personal details.

   i) All compulsory fields are marked with an asterisk *

   ii) Click Next when you are done.

8. Enter your contact details.

   i) Click Next once you have finished entering you contact information.
9. Enter your employment details and click **Save Changes**.

   i) Select your start date using the drop-down menu.

   ii) Click **Save Changes**

10. You have now created your account.
B. HOW TO COMPLETE THE QUESTIONNAIRE:

1. Log in using your email and password.

2. Click on ‘create new online form’ on the left of the screen in the grey box.
3. From the drop-down that appears ‘Form Type’, please select the form relevant to your course of study e.g. Medical Student Health Questionnaire.

   i) Questionnaire details will be shown in the ‘Details’ section, below form type

   ii) Click **Continue** once you have selected your form

4. Click on the link ‘fill out the form’ in the grey box to your left.

5. Complete all the fields, confirming you have read the statements and answer all questions. You cannot leave any blanks.

   i. If you have been affected by any of the conditions listed, please give information on when this occurred, how it affects you, if it still exists, and any treatment that you take in the text box.

   ii. If you are disabled in any way and require special aids or may have other special needs, please give details of these in the text box for Q16.
iii. If more information is required, Occupational Health will contact you/your doctor or specialist (with your written consent) about this. Occupational Health Professionals are bound by the same rules on medical confidentiality as other health professionals. Detailed medical information will only be disclosed with the consent of the individual concerned.

iv. Please ensure you select the current year of study on the Personal Information page. If you are a new student please select **Pre-enrolment**, if you are a returning student please select the year of study you are enrolling for.

6. Click **Save**. A window will pop-up on your screen. **YOU MUST CLICK YES** if you have completed all the required questions.

   i) If you click YES you will not be able to amend your questionnaire answers.

   ii) If you click NO, your question will not be viewable by the Occupational Health & Wellbeing department.
7. You are now taken back to My Forms screen. Double click on your questionnaire in the box labelled ‘My Forms’

8. Click ‘Reports’. *Do not use the “ button!*
9. On the next screen click the drop down and select ‘UCL Questionnaire Report’

10. On the next screen you will be presented with the following. Please fill your details accurately in the field provided, then select ‘Export Report As PDF’

i) If you do not know your Unique Identifier (Student ID / UPI) number, please insert 0

ii) Please enter Pre-Enrolment in the year of study field
11. You will be presented with the following screen. Click **Download File**. Once the document has downloaded successfully, print the document!

![Download File Button](image)

12. Take the printed questionnaire to your GP and ask your GP to complete the GP verification and your vaccination history. (You may also attach a copy of your vaccination history, blood test results, medical reports or anything else you feel is relevant to the portal).
C. ATTACHING DOCUMENTS BACK TO THE PORTAL:

1. Scan your GP verified copy and save it on your PC as ‘GP verified copy – YOUR NAME’
   For example: GP verified copy - Jane Smith.pdf. Label your other documents so it is obvious what they are. You can upload PDF, TIF, JPEG or PNG files. Please save the document as 1 file.

2. Attach the scanned questionnaire (as 1 document) by logging back in and double clicking on your questionnaire in the box labelled ‘My Forms’.

3. Double click on your questionnaire.

4. Click on ‘Attachments’
5. Click on ‘Create new’

6. Browse your computer and attach the file.
   i) Browse and click ‘open’ in the pop-up to attach the file
   ii) Click attach
7. Then click ‘Save form’ and when prompted click YES.

Your form will be sent to UCL OHW for processing is now locked.

Should you have any problems with the on-line portal please contact: 020 7679 2802.

January 2016.