PART 1. SIGNING UP FOR AN ACCOUNT ON THE WORKPLACE HEALTH PORTAL

Workplace Health Portal (WH Portal) is a secure and efficient way of providing us with your health information required for your Occupational Health clearance. You should follow the process as outlined below. If you experience any issues please contact us on: tel. 0207 679 2802 or email uclstudentoh@ucl.ac.uk and we will do our best to resolve them.

NOTE: The WH Portal was designed to be used with Internet Explorer and a Windows OS. Please use Internet Explorer whenever you visit the WH Portal. Google Chrome can also be used.

1. If you have received an email from the Medical School Admissions regarding your Occupational Health clearance please read it carefully, then click on the link to the WH Portal: https://eopas.ucl.ac.uk/Portal/login.aspx

2. Click on the ‘Sign up now’ button.

NOTE: Please ensure you sign up for an account on the WH Portal before you attempt to log in. Your UCL login and password (even if you already have them) will not give you access without valid and verified WH Portal account.

3. Enter the information as required:

   • Your email address – it must be the one you have provided to the Medical School.
Please always use the same address whenever you log in to the WH Portal.

- Type in a password of your choice. The password should be eight characters in length and should contain upper and lower case letters, numbers and at least one special character - for example - ! £ $ % ^ & * ( ) #?
- Choose a security question from drop-down menu and type in an answer.
- Finally, type in the Captcha. If the Captcha symbols are unclear, please re-load them by clicking button or click to listen to them. Then click on ‘Continue’.

4. The WH Portal will send you an automatic email asking you to verify your email address. If you have received the email please simply click on the link in the email.

**NOTE:** Occasionally verification emails may be filtered into spam/junk folder. If you do not receive the email within 5 minutes after clicking the ‘Continue’ button, please check your junk/spam folders. If you cannot find the verification email please get in touch with us.

5. This will automatically take you back to the WH Portal. Your account has now been created and verified. You can now use the WH Portal to complete your questionnaire.

**NOTE:** Remember to make a note of your log-in details, you may need to log in again to upload your immunisation evidence or access self-service reports.
PART 2. CREATING AND COMPLETING A QUESTIONNAIRE

1. Log in to the WH Portal. On your first login you will be offered to watch a short ‘Portal Quick Guide’ video. Click on ‘Create New Online Form’ as shown:

2. Select the ‘Medical Student Health questionnaire’ from the ‘Form Type’ drop-down menu.

3. Answer all the questions fully, please do not leave any questions unanswered. If you wish to come back to your questionnaire at a later stage you can save the progress of your questionnaire. Click ‘Back’ option and select save:
4. Once you have come to the end of the questionnaire you can submit it by clicking ‘Submit’.

5. If you are ready to submit your questionnaire please click ‘Yes’. If you wish to save your questionnaire at this stage without submitting, click ‘No’.

6. You can come back to your saved draft later and submit it once you are happy with answers provided. When successfully submitted, your questionnaire status will change to ‘Waiting to be accepted’.

7. If the status of your questionnaire is showing as ‘New’ it means that it has been saved but not yet submitted. In order for us to receive your questionnaire you must log back to your portal and submit the questionnaire.

As soon as the questionnaire has been submitted, no further changes are possible.
PART 3. PRINTING THE QUESTIONNAIRE TO BE VERIFIED BY YOUR GP

1. Log back into your WH Portal account and double click on your completed questionnaire under ‘My Forms’

2. Click ‘Reports’ in the Options pane

3. Select ‘UCL Questionnaire Report’ from the drop down menu
4. Click ‘Export Report As PDF’

5. A download link will appear. Click the ‘Download File’ link. Save the report on your computer and, when ready, print out all pages of the report.

6. Take all eight pages of the questionnaire report to your GP and ask them to verify the information – they must sign and stamp the report and provide a copy of your vaccination history.

7. Please scan all eight pages of the report plus your vaccination history as a single pdf file (with the maximum file size of 17MB). Your scanner should ideally be pre-set to produce output of 300dpi, in 8 bit grey scale.

8. The resulted pdf document now needs to be attached to your questionnaire on the WH Portal.
PART 4. UPLOADING YOUR IMMUNISATION EVIDENCE

To do this, log into your portal account and double click on your questionnaire in the box labelled ‘My Forms’ as you did when you run the report.

9. This time select ‘Attachments (0)’ from the Options pane.

10. Click ‘Create New’. Please name your attachment “GP verified copy”, browse for the file you wish to upload and select it. Finally, click ‘Attach’ as shown.
11. You can either keep adding more files by clicking ‘Create New’ and repeating the steps above or click ‘Save Form’ if you have finished.

Notice that ‘Attachments (1)’ is now showing 1 in the brackets to indicate that there is one file attached to the questionnaire.