


## 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](mailto: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. However, all major browsers are supported including Android OS. For MAC users we would recommend to use Google Chrome as opposed to Safari.*

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.

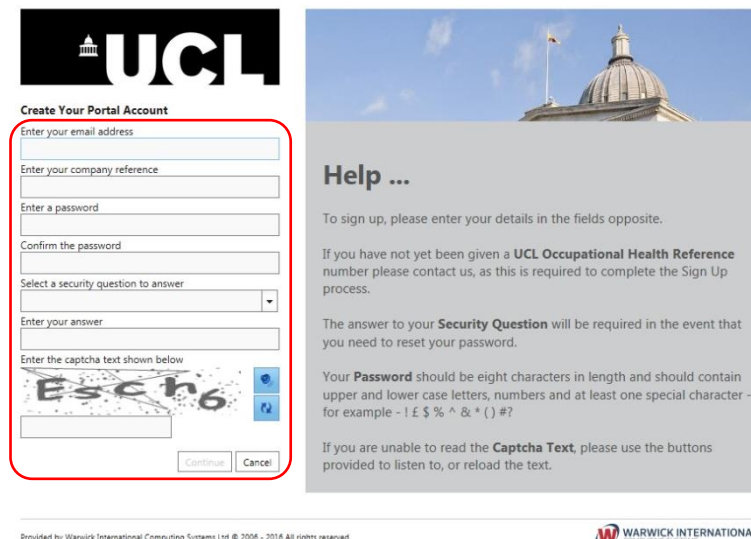
*NOTE: Please ensure you sign up for an account on the WH Portal before you attempt to log in. Your UCL login and password (even if you already have them) **will not give you access** without valid and verified WH Portal account.*

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.

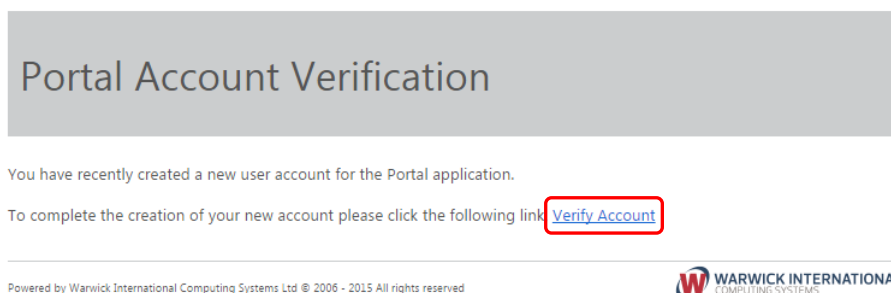
- Type in a password of your choice. The password should be eight characters in length and should contain upper and lower case letters, numbers and at least one special character - for example - ! £ \$ % ^ & \* ( ) #?
- Choose a security question from drop-down menu and type in an answer.
- Finally, 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'.



The screenshot shows the 'Create Your Portal Account' form on the UCL website. The form fields are: 'Enter your email address', 'Enter your company reference', 'Enter a password', 'Confirm the password', 'Select a security question to answer' (a dropdown menu), 'Enter your answer', and 'Enter the captcha text shown below'. A red box highlights the entire form area. To the right of the form is a 'Help ...' section with instructions: 'To sign up, please enter your details in the fields opposite.', 'If you have not yet been given a UCL Occupational Health Reference number please contact us, as this is required to complete the Sign Up process.', 'The answer to your Security Question will be required in the event that you need to reset your password.', 'Your Password should be eight characters in length and should contain upper and lower case letters, numbers and at least one special character - for example - ! £ \$ % ^ & \* ( ) #?', and 'If you are unable to read the Captcha Text, please use the buttons provided to listen to, or reload the text.' Below the form and help text is a footer with 'Powered by Warwick International Computing Systems Ltd © 2006 - 2015 All rights reserved' and the 'WARWICK INTERNATIONAL COMPUTING SYSTEMS' logo.

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 Spam/Junk folders. If you cannot find the verification email please get in touch with us.



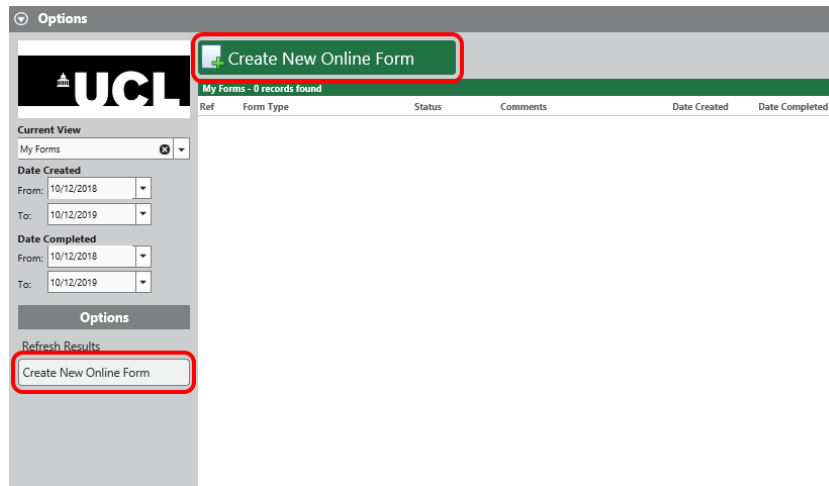
The screenshot shows an email titled 'Portal Account Verification'. The text reads: 'You have recently created a new user account for the Portal application. To complete the creation of your new account please click the following link [Verify Account](#)'. The 'Verify Account' link is highlighted with a red box. At the bottom of the email is a footer with 'Powered by Warwick International Computing Systems Ltd © 2006 - 2015 All rights reserved' and the 'WARWICK INTERNATIONAL COMPUTING SYSTEMS' logo.

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.

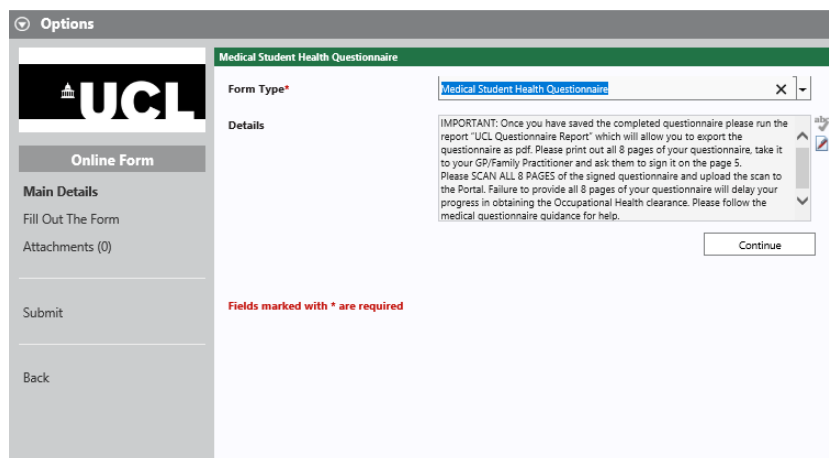
**NOTE:** Remember to make a note of your log-in details, you may need to log in again to upload your immunisation evidence or access self-service reports.

# PART 2. CREATING AND COMPLETING A QUESTIONNAIRE

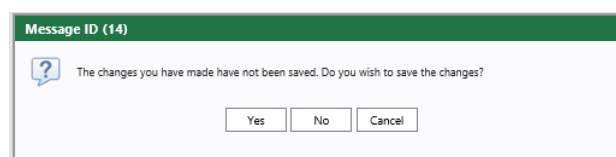
1. Log in to the WH Portal. On your first login you will be offered to watch a short 'Portal Quick Guide' video. Click on 'Create New Online Form' as shown:



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'

be restrictions on your clinical experience if you are not EPP cleared. EPP screening will be undertaken for you by UCL OHS on enrolment. If you have any questions regarding restrictions on clinical practice, please contact your Faculty Tutor to discuss.\*

13. You will need vaccination against Hepatitis B. Since the course of three injections may take six months to complete, we recommend that you start this as soon as possible.\*

14. Failure to declare any significant health problem may result in your referral under the Medical School Fitness to Practise procedures.\*

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Fields marked with \* are required

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'.

Message ID (1575)

You are about to submit your questionnaire to OHW for review. If you have answered all questions fully and you wish to proceed please click: **Yes**.  
**Once you have submitted your questionnaire no further changes are possible.**  
If you wish to revisit your questionnaire to amend any information please click: **No**.  
NOTE You will be unable to submit your questionnaire if you have left any questions unanswered.

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 'Accepted'.

**NOTE:** *As soon as the questionnaire has been submitted, no further changes are possible. Please only complete one instance of the questionnaire!*

## PART 3. UPLOADING YOUR IMMUNISATION EVIDENCE

Suitable evidence would be:

- Childhood Immunisation (Personal Child Health Record or 'Red book')
- GP printout of your immunisation history

When uploading your vaccination history please make sure this includes your **COVID-19 vaccinations**. Please see the following link for more information; including recognised evidence of COVID-19 vaccinations, if you were vaccinated abroad and if you are exempt:

<https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2021/12/C1470-vcod-for-healthcare-workers-planning-and-preparation-guidance.pdf>

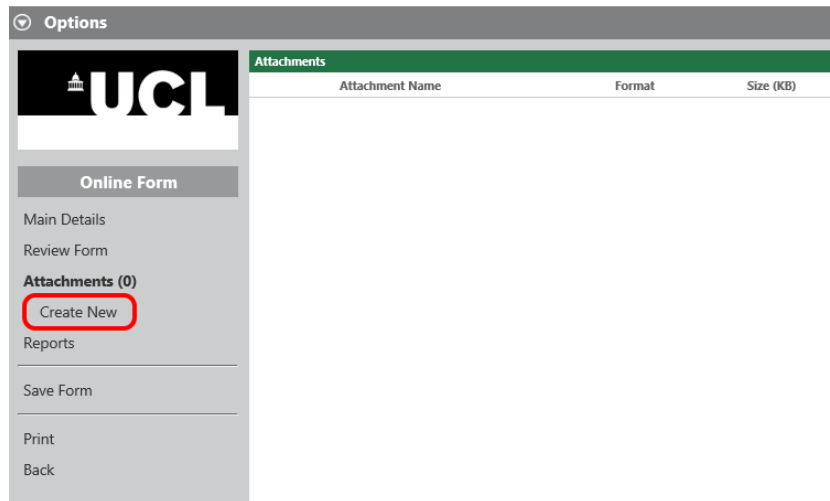
**IMPORTANT!** Please ensure your name is clearly stated on your evidence document. If needed, also provide a page where your name is visible, i.e. first page of your red book.

Preferable format for the attachments is pdf, however, if you are only able to submit photographs we will accept them providing they are of a good, readable quality.

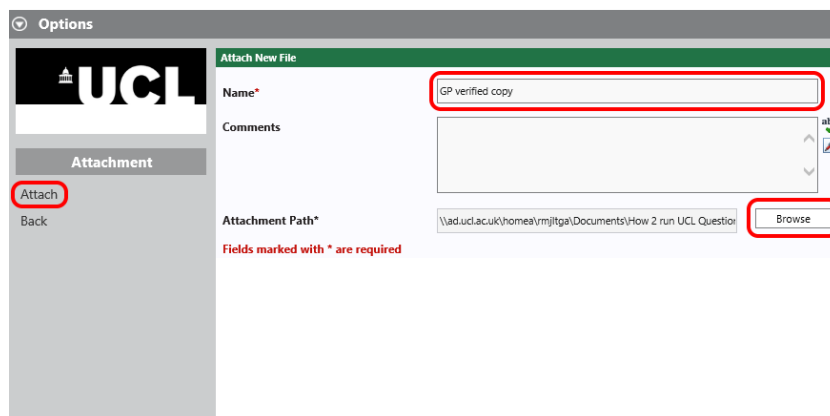
To attach your file(s), log into your portal account and double click on your questionnaire in the box labelled **'My Forms'** as you did when you run the report.

The screenshot shows a web interface for the 'Medical Student Health Questionnaire'. On the left, there is a sidebar with the UCL logo and a menu under 'Options' which includes 'Online Form', 'Main Details', 'Review Form', 'Attachments (0)', 'Reports', 'Save Form', 'Print', and 'Back'. The 'Attachments (0)' item is circled in red. The main content area has a green header 'Medical Student Health Questionnaire' and shows 'Form Type' as 'Medical Student Health Questionnaire'. Below this, there is a 'Details' section with a scrollable text box containing an important instruction: 'IMPORTANT: Once you have saved the completed questionnaire please run the report "UCL Questionnaire Report" which will allow you to export the questionnaire as pdf. Please print out all 8 pages of your questionnaire, take it to your GP/Family Practitioner and ask them to sign it on the page 5. Please SCAN ALL 8 PAGES of the signed questionnaire and upload the scan to the Portal. Failure to provide all 8 pages of your questionnaire will delay your progress in obtaining the Occupational Health clearance. Please follow the medical questionnaire guidance for help.' A 'Continue' button is located at the bottom right of the main content area.

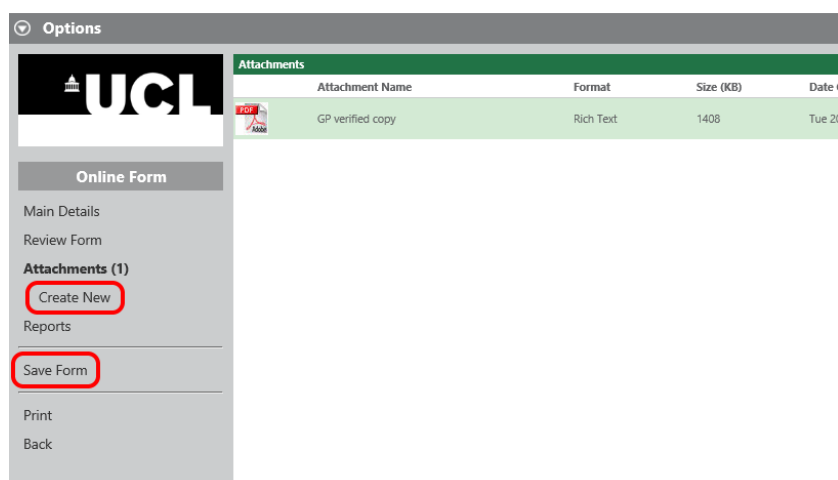
9. Select 'Attachments (0)' from the Options pane.



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.

The screenshot shows a web interface for the 'Medical Student Health Questionnaire'. On the left is a sidebar with the UCL logo and navigation options: 'Online Form', 'Main Details', 'Review Form', 'Attachments (1)', 'Reports', 'Save Form', 'Print', and 'Back'. The 'Attachments (1)' link is highlighted with a green circle. The main content area has a green header with the title 'Medical Student Health Questionnaire'. Below this, there are sections for 'Form Type' (Medical Student Health Questionnaire) and 'Details'. The 'Details' section contains an important instruction: 'IMPORTANT: Once you have saved the completed questionnaire please run the report "UCL Questionnaire Report" which will allow you to export the questionnaire as pdf. Please print out all 8 pages of your questionnaire, take it to your GP/Family Practitioner and ask them to sign it on the page 5. Please SCAN ALL 8 PAGES of the signed questionnaire and upload the scan to the Portal. Failure to provide all 8 pages of your questionnaire will delay your progress in obtaining the Occupational Health clearance. Please follow the medical questionnaire guidance for help.' A 'Continue' button is located at the bottom right of the details section.