

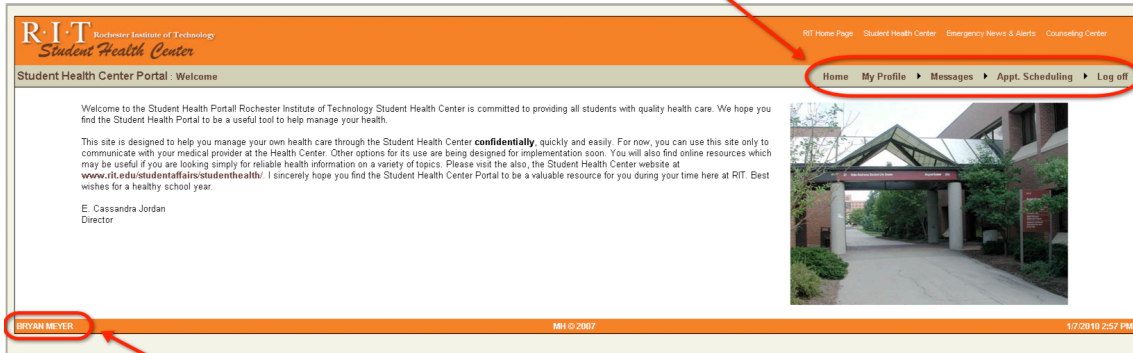
Student Health Center - Secure Message Portal Step by Step Instructions

Enter your RIT User Account and Password here to access the SHC Portal



Links to these sites are available on all of the SHC Portal pages

These are the options you can choose from in using the SHC Portal. Appointment Scheduling is not available at this time.



Your name will display here.

Student Health Center - Secure Message Portal Step by Step Instructions

Select "My Profile" to display and change your contact information.

Student Health Center Portal: Demographics

Home **My Profile** Messages Appt. Scheduling Log off

Demographics

Address: 123 Main St
P.O. Box 999

City / State / Zip: Anytown US 55555-1234

Phone: 000-555-1212 XXX-XXX-XXXX

Email: XXX1234@rit.edu

Save

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View and update your contact information here. Use the 'Save' button to update your contact information.

Select "Messages" to "View Messages" received from the SHC and sent to the SHC.

Student Health Center Portal: Secure Messages

Home My Profile **Messages** Appt. Scheduling Log off

Inbox Sent Items

From	Subject	Date Sent	Date Read
Pat Mallet (SHC)	Emergency Room Follow-Up	01/08/10 10:53 AM	Not Read
Brooke D. Dufand, M	Abnormal Lab Test Reports	01/08/10 10:51 AM	Not Read

After selecting "View Messages", the "Inbox" tab displays messages sent to you from the SHC. The "Sent Items" tab displays messages you've sent to the SHC.

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This is an example of a message sent from the SHC. Look here to see if a response is required.

Student Health Center Portal: View Message

Home My Profile Messages Appt. Scheduling Log off

Message Subject: Emergency Room Follow-Up

From: Pat Mallet (SHC) Date Sent: 1/8/2010

Instructions: A response is required

Dear Student:

The Student Health Center was notified of your recent evaluation in a local emergency facility. It is our hope that you were satisfied with your care and you are now recovering. If additional evaluation or further treatment has been recommended, please contact the Health Center to schedule a follow-up appointment (585-475-2255).

In addition, the Health Center would appreciate adding a copy of the discharge instructions to your medical record. Feel free to submit this information anytime the Health Center is open.

Thank you for your attention to this message,
The RIT Health Center Staff

Reply to this message

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Click here to reply to a message.

Student Health Center - Secure Message Portal Step by Step Instructions

This is an example of a response to a message from the SHC. Enter your response here.



This message will display after you've sent your response to the SHC

Click here to return to the Messages List



Select the "Sent Items" tab to view a list of the messages you've sent to the SHC.



Student Health Center - Secure Message Portal Step by Step Instructions

This is an example of a message sent to the SHC

Click here to return to the list of Sent and Received messages.



Always be sure to click "Log off" to exit the SHC portal

