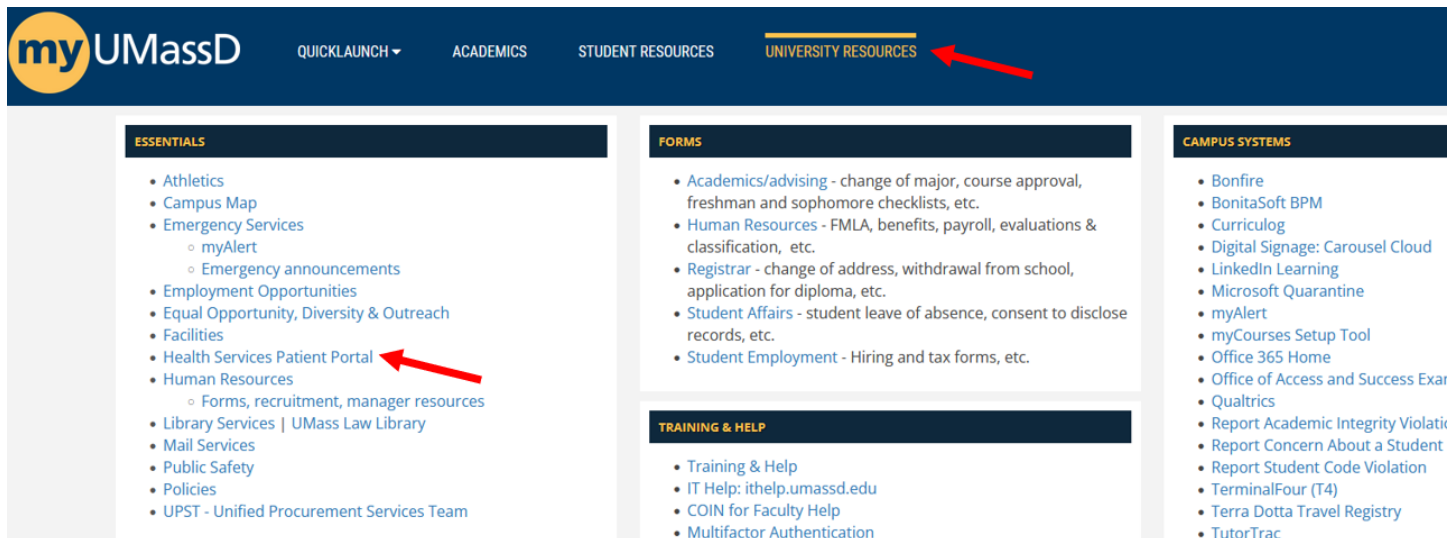
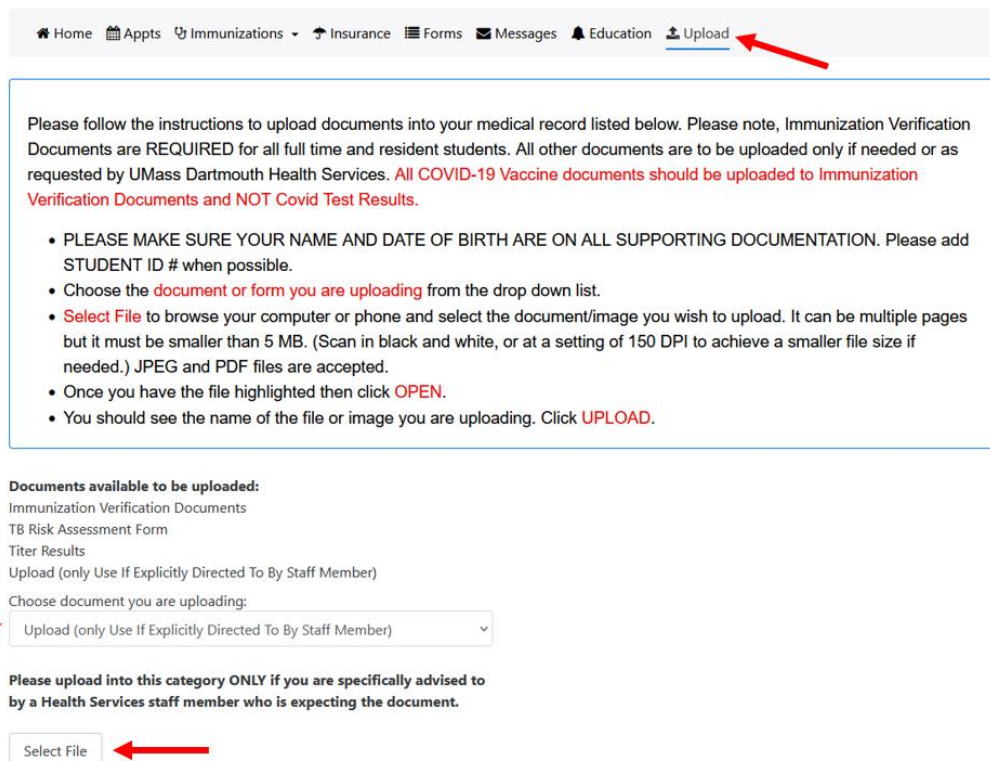


# Uploading COVID-19 Test Results for Returning to Campus After Winter Break

1. Sign in to the UMassD portal.
2. Once in the portal, click University Resources and click [Health Services Patient Portal](#).



3. Once in the Health Services Patient Portal, click "Upload," and in the drop-down list, select "Upload (only Use If Explicitly Directed To By Staff Member)."



4. Click Select File, add your test result file, then click Upload.

5. After uploading your test result, please click “Messages,” then click “Compose New” to send a secure message to inform Health Services staff you have uploaded your results.

The screenshot shows a navigation bar at the top with the following items: Home, Appts, Immunizations, Insurance, Forms, Messages, Education, and Upload. A red arrow points to the 'Messages' tab. Below the navigation bar is a large box containing text about secure messages and instructions on how to send a new message. At the bottom of the page, another navigation bar shows 'Inbox', 'Compose New', and 'Sent'. A red arrow points to the 'Compose New' button.

Secure Messages are secure communications with the UMD Health Services staff. All Secure Messages become part of your Electronic Health Records.

To send a new message:

- Select **COMPOSE NEW MESSAGE**
- To change the recipient of the message (It defaults to the first name alphabetically), click the shaded arrow to the right of the name in the box and select the name or group to whom you want to send your message.
- Enter the subject of your message.
- Type your message.
- Click SUBMIT

Messages are not routinely monitored at night or on weekends. If you need urgent assistance, please go to Southcoast Urgent Care in Dartmouth or St Luke's Hospital in New Bedford. If you are having a **medical emergency**, please call **Campus Police** at **508.999.9191** from your cell phone.

6. Please make sure your name and date of birth are on all supporting documentation. Please add your Student ID # when possible.