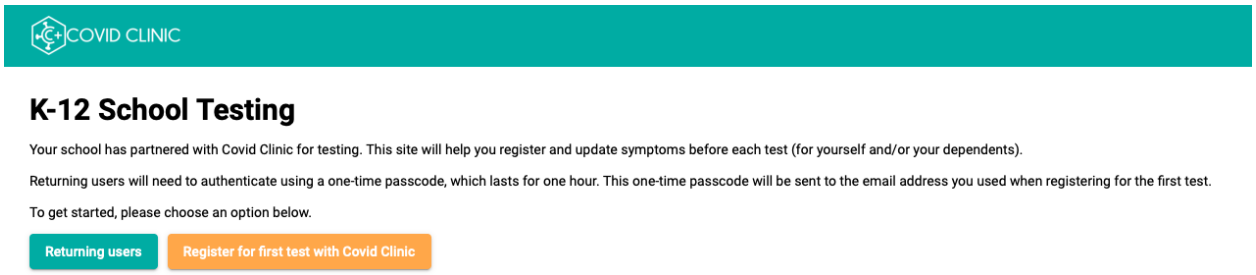
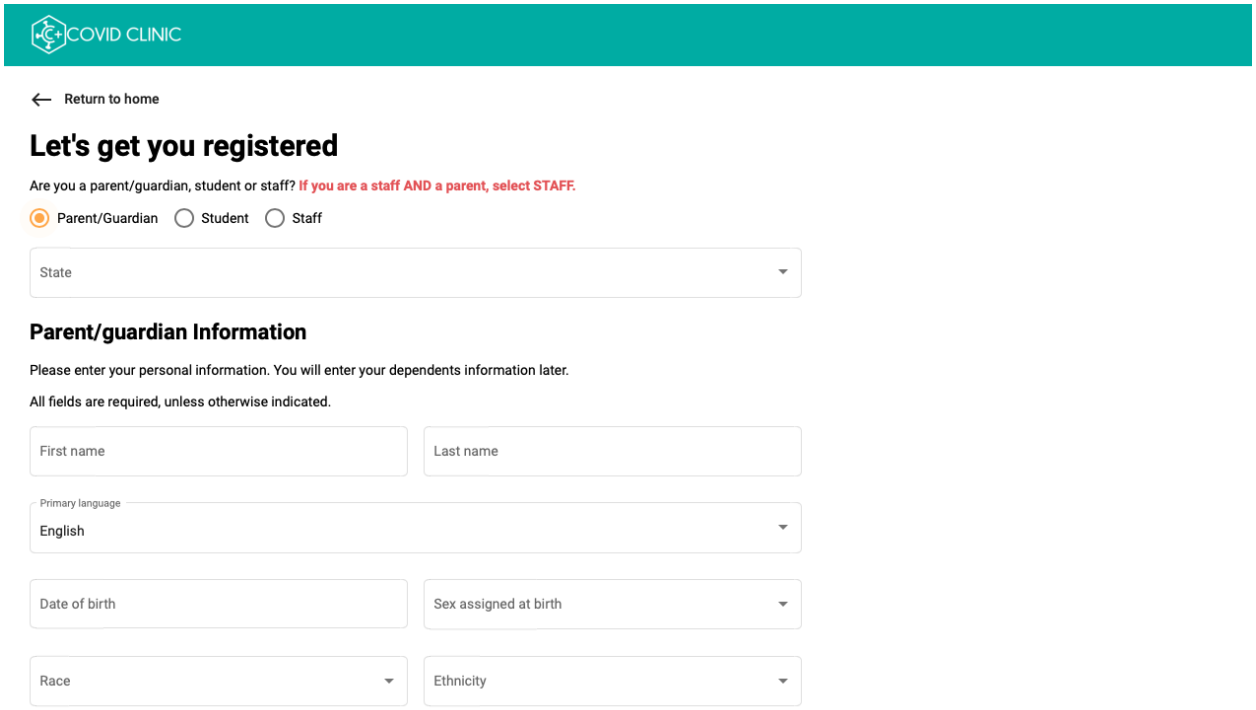
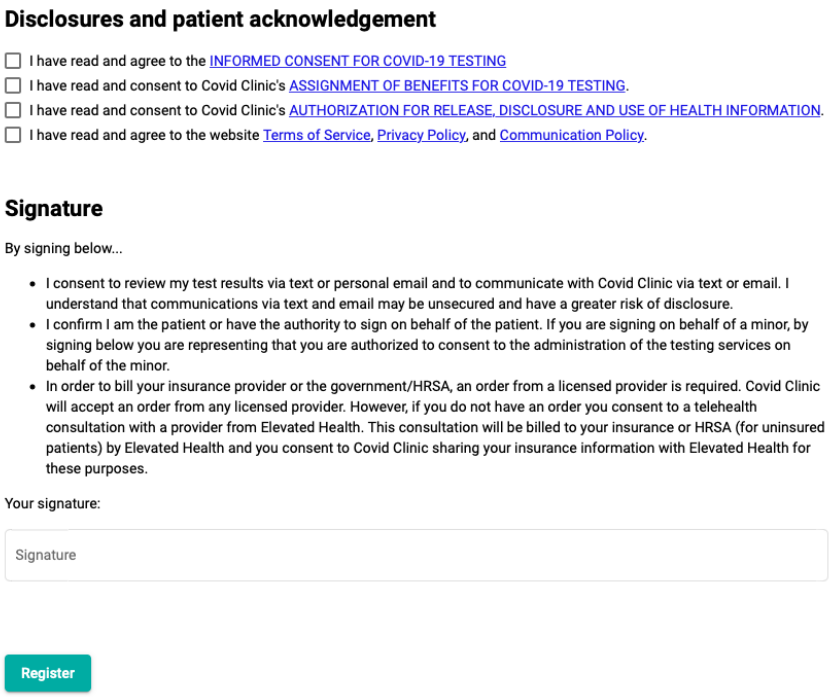
To register for the first covid test, log on to website Https://School.covidclinic.org. The home page should look like the picture below. Click the orange button that says register for first test with covid clinic.



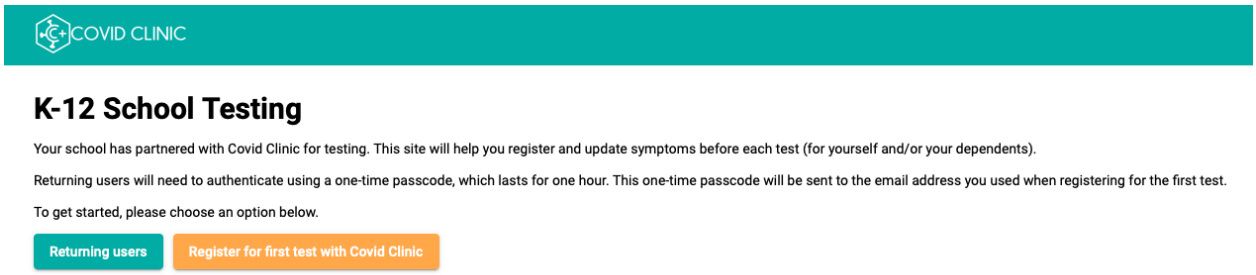
If registering as staff chose staff and have your employee ID ready, For students the parent must register FIRST and then add student/s as dependents. Click the parent/guardian button and fill out all information fields with the parent's information.



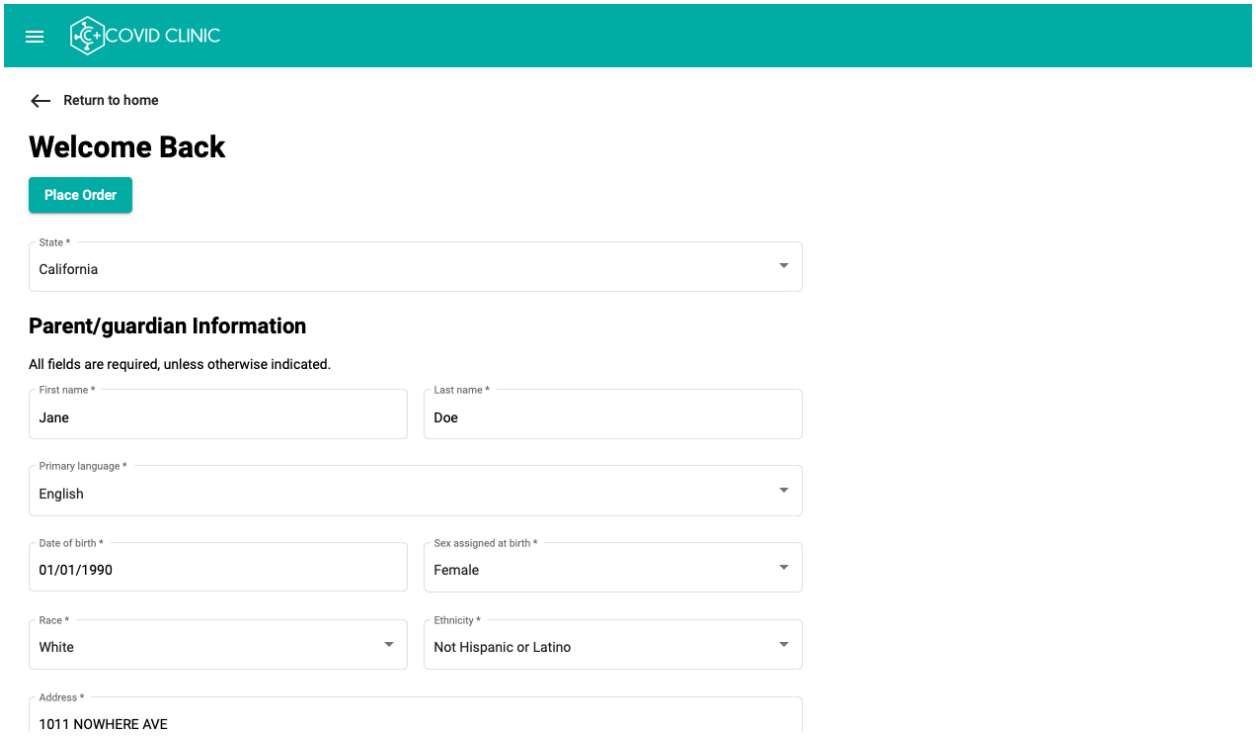
After filling out all the personal information fields scroll to the bottom of the page and click the 4 boxes acknowledging the disclosures, then sign with first and last name. The signature has to be exactly the same as how you typed your name at the top of the page or it will not be accepted.



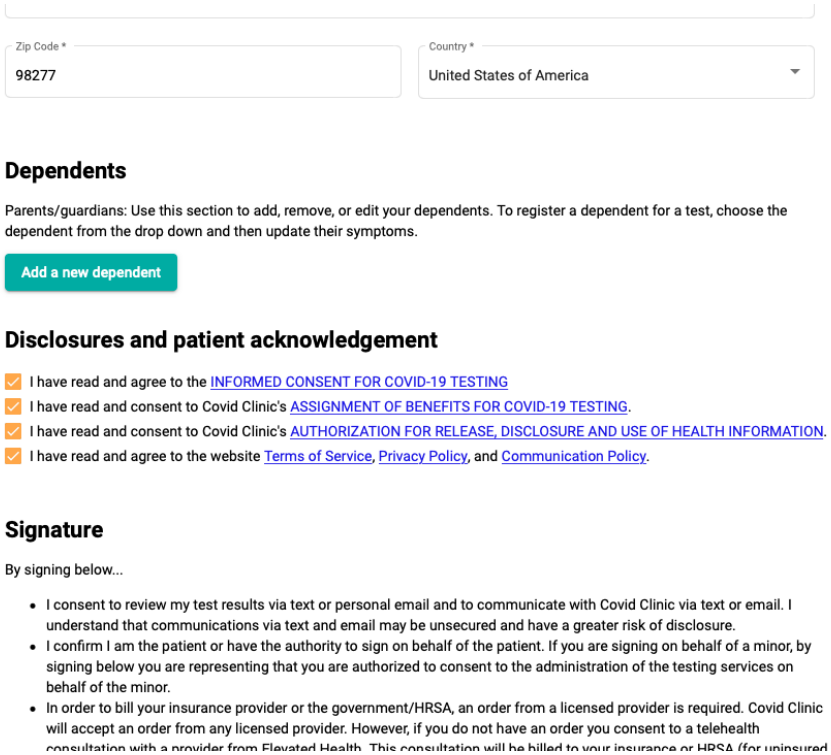
After signing you will be sent an email with a temporary password. Log back into the site, this time using the green returning users button and the temporary password you received.



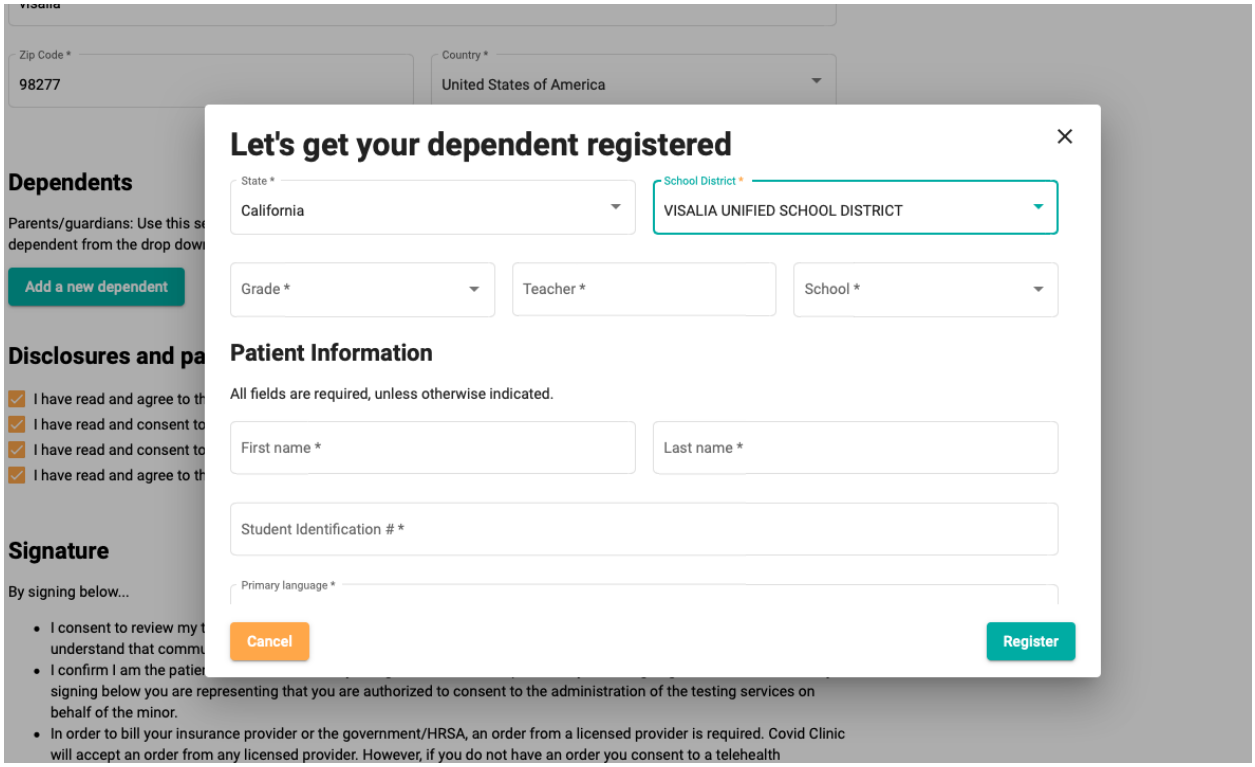
Once you log back in you'll be directed to a screen with all the parent/guardian's information.



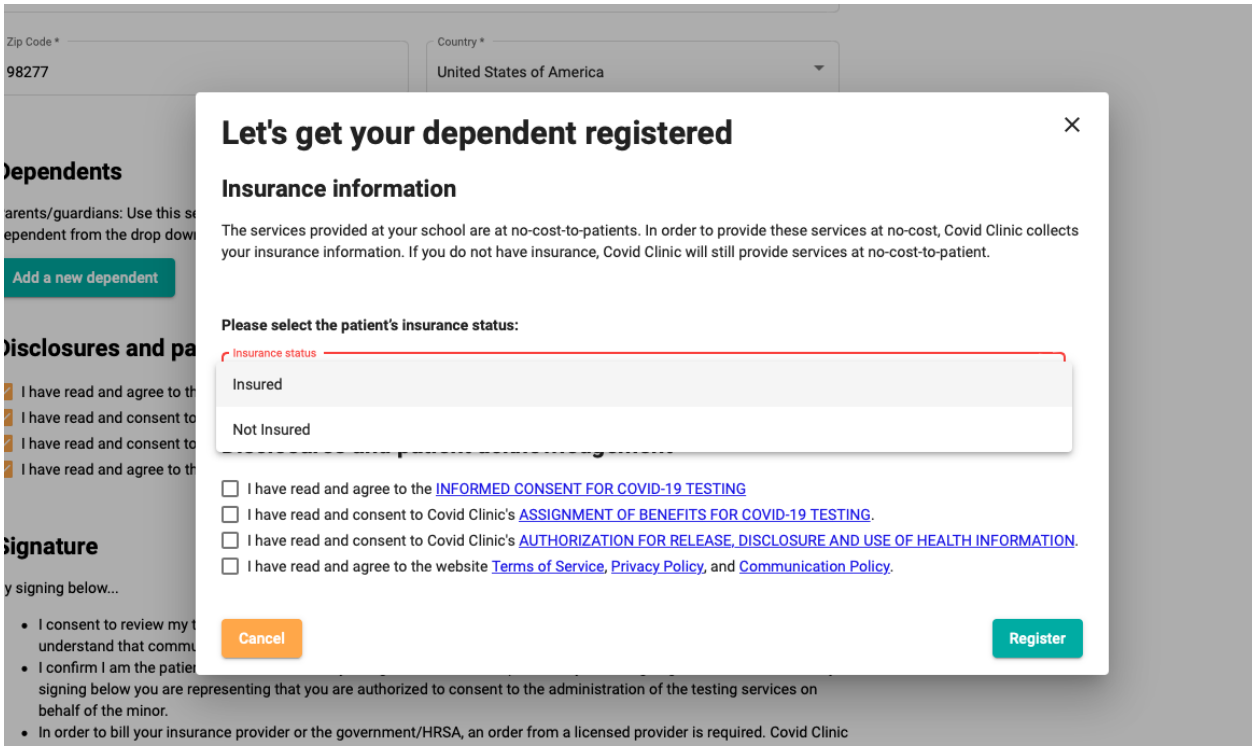
Scroll down this page until you see the green button marked “add Dependents”. Click that button.



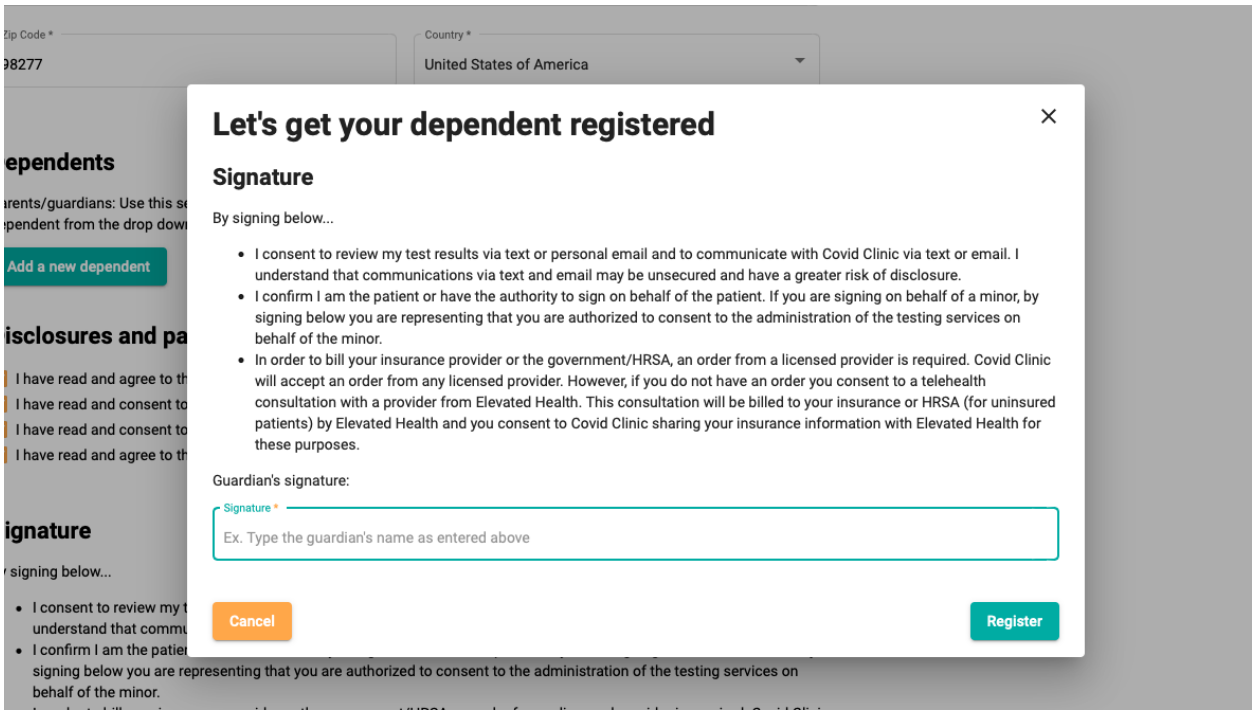
Fill in the child’s information, including their student ID number. If you don’t have your student’s ID number you can call their school to get it or put N/A in that box.



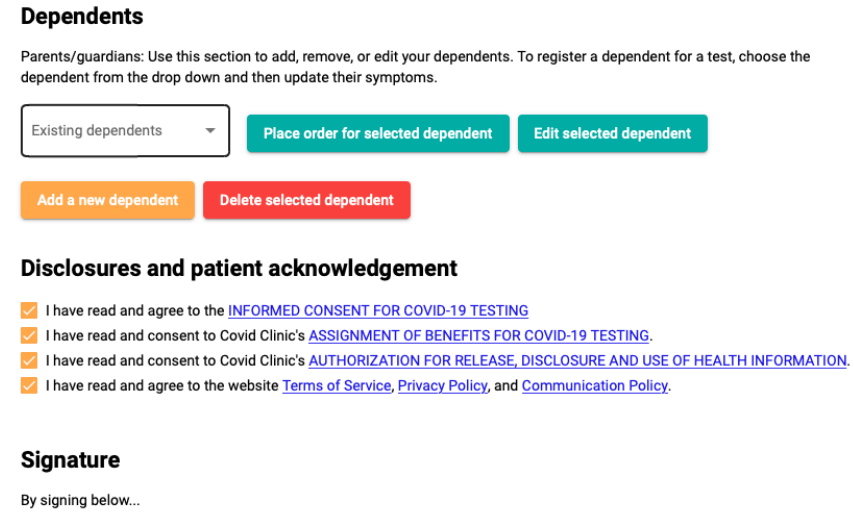
It will ask if the student is insured or not, we will not ask for their insurance information and parent/insurance will not be billed for the test.



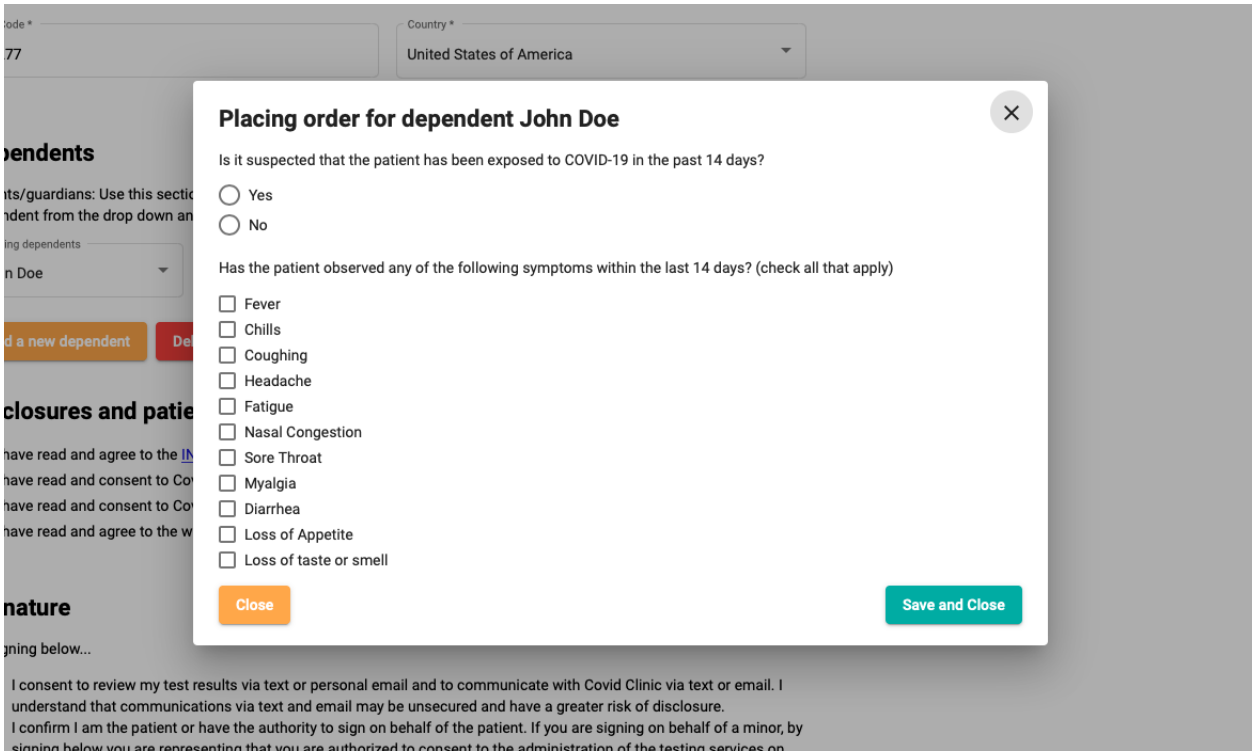
To finish registering the student it will ask for another signature, this is the PARENT'S signature and again must be exactly the way they typed in their name when registering themselves or it won't be accepted.



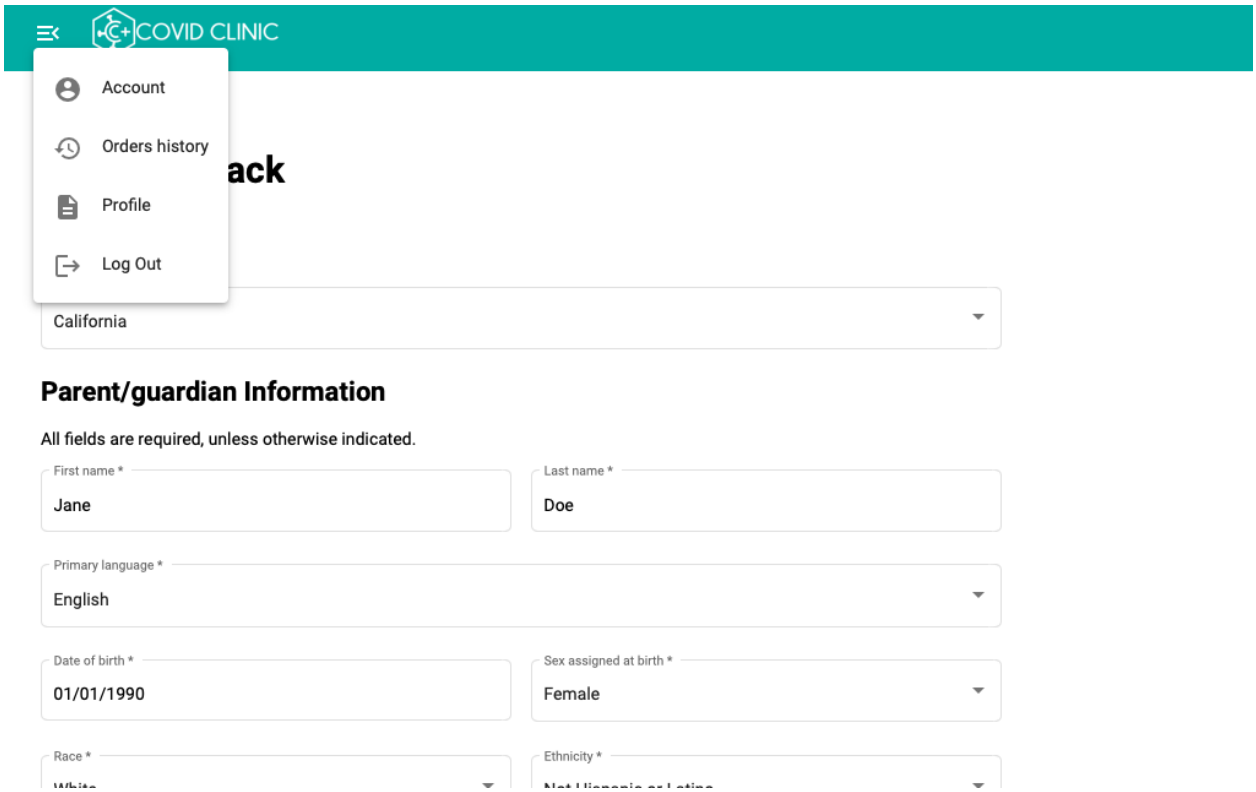
After signing you will be directed back to the dependents page. Click the drop down arrow on the existing dependents bar and select your dependent's name. Click the green button marked "place order for selected dependent".
(If you need to add another dependent, click the orange "add new dependent" button and it will take you back to the screen to fill in all the dependent's information.)



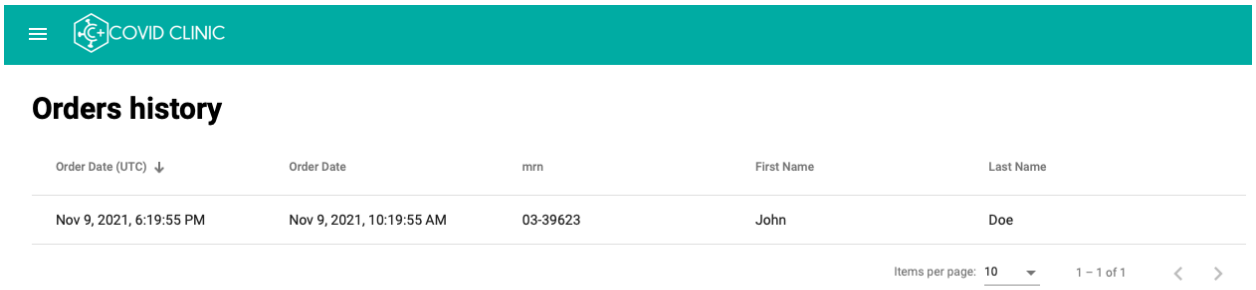
After placing an order you will get this window asking if the dependent has been exposed to COVID-19 and if they have any symptoms. Answer those question and click the green "save and close" button



After ordering the test scroll all the way up to the top of the screen and click on the 3 little bars in the top left side of the screen. This will show you a drop down menu, select orders history.



All tests ordered will appear under your order history. When you go to get tested, give the testing site the MRN number. This will always be a 03- with a five digit number following it.



If you need to order additional tests after your first one you won't be required to register again. Just go to the Https://school.covidclinic.org website, and click on the button on the homepage to request a new temporary password. You will receive a new password to your email, use that to log in as a returning user and either hit the place order button at the top of the screen for yourself, or go to the dependent drop down menu and place the order for your dependent from there.