**What is My UHCS?**

My UHCS is an interactive portal that allows you to schedule health appointments, receive test results, communicate securely with your provider, request prescription refills for UHCS-prescribed medications via secure messaging, check your UHCS billing account, and more! Check out the tutorials below to get started today!

### Logging in

1. To log in, simply visit the UHCS website:
   
   [http://www.edu/uhcs](http://www.edu/uhcs)

2. Click on the “My UHCS” button from the right side of the screen.

3. Enter your university-assigned Net-ID and password. Press “Proceed”.

4. Confirm your date of birth. Press “Proceed”.

5. You’re now in the My UHCS Portal!

### Required Forms

1. Before you are able to send or receive secure messages, schedule an appointment, or otherwise use MY UHCS, you must first complete two forms: Notice of Privacy Practices & Consent for Treatment.

2. Click “Forms” from the menu on the left.


4. NOTE: you must only complete these forms once.

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**WANT TO SPEED UP YOUR INITIAL VISIT?**

We **highly recommend** you complete the Health History, Immunizations, & Insurance Information forms, located in Forms from the menu on the left.

If you do not complete this information, *please arrive 20 minutes early* for your first appointment to complete the forms on site.
1. Select “Appointments” from the menu on the left.
2. Click “Schedule an Appointment” button.
3. Follow the prompts to set up your appointment.

**NOTE:** If the web is not showing any suitable times for your appointment, or you feel your needs are more urgent, please call UHCS directly to arrange an alternate time. Same-day appointments are sometimes available. Please note that UHCS is not an emergency facility. If it is an emergency please call 911.

**sending messages**

1. Select “Messages” from the menu on the left.
2. Click “New Message.” Select from the following options:
   - *I want to send a message to the Nurse*—send a message securely to a nurse, who will contact you for follow up as needed.
   - *I want to send a message regarding my student bill*—send a message to UHCS’s billing office.

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**other My UHCS features**

- **Home:** Return to home page
- **Profile:** Add your contact information (such as telephone number, local address, etc.) and select whether you would like to receive test message reminders for upcoming appointments at UHCS.
- **Messages:** Send or receive messages from your UHCS provider, OR request a prescription refill for your medication prescribed from a UHCS provider (see above for details), OR ask about billing.
- **Forms:** Complete required consent and other health forms
- **Survey Forms:** Respond to a survey sent by a provider
- **Account Summary:** Review charges accrued from a recent visit to UHCS
- **Medical Records:** View Lab results
- **Immunizations:** View your current Immunizations.