

SchoolDoc

Dear Parents/Guardians,

This school year, [YOUR SCHOOL NAME] is partnering with SchoolDoc to better serve our students and staff. SchoolDoc offers an electronic health record system for schools, and you can now complete your student's health information electronically.

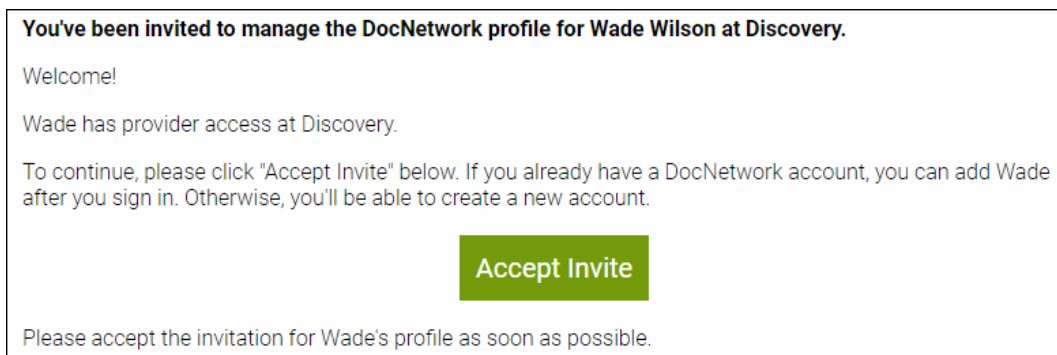
The security and privacy of your student's health information is important to us. The SchoolDoc site is secure, encrypted, and password protected. You can find additional information about SchoolDoc privacy and security information at www.docnetwork.org/security.

Watch this short [video](#) to help you get started on logging in to your account and completing your student's electronic health forms, or follow the steps below.

You can expect to receive an "Invitation" email from SchoolDoc.

Setting Up Your Username and Password on SchoolDoc

1. Click on the green "**Accept Invite**" link within the email to create your SchoolDoc account.



You've been invited to manage the DocNetwork profile for Wade Wilson at Discovery.

Welcome!

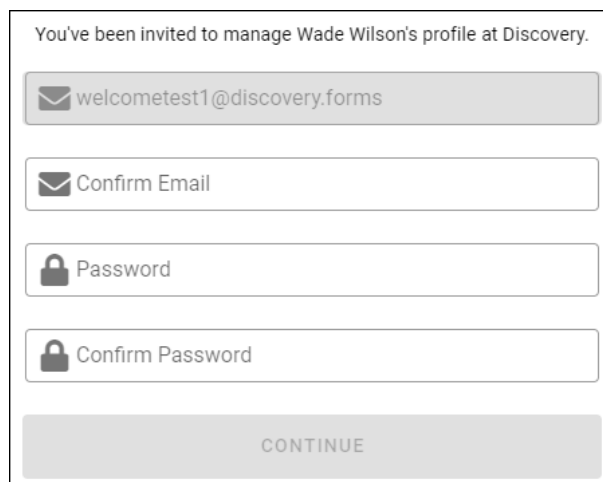
Wade has provider access at Discovery.

To continue, please click "Accept Invite" below. If you already have a DocNetwork account, you can add Wade after you sign in. Otherwise, you'll be able to create a new account.

Accept Invite

Please accept the invitation for Wade's profile as soon as possible.

2. In the **Confirm Email** box, type your *email address* in order to confirm.
NOTE: This should be *your* email address and not the email address of your student.
3. In the **Password** box, type the password that you want to use.
4. Click the **Continue** button.



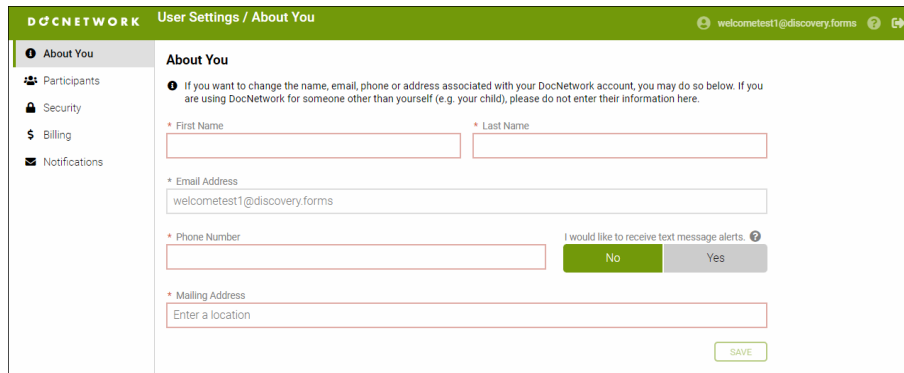
You've been invited to manage Wade Wilson's profile at Discovery.

CONTINUE

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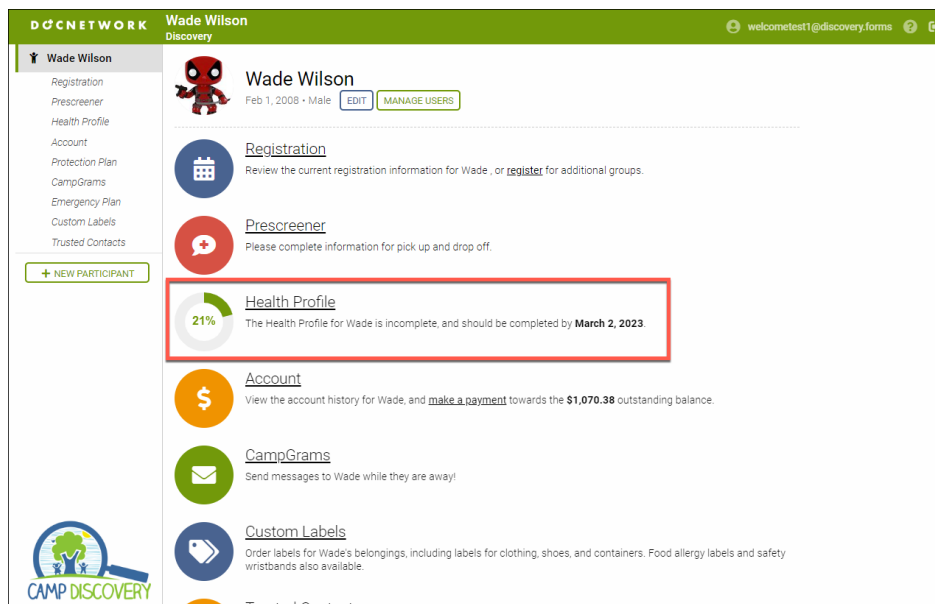
Setting Up Your User Profile

After you log in, you will be prompted to complete an “About You” page, where you will fill in your name and contact information. Upon completion of the “About You” page, you will be able to select your student’s name and fill in your student’s electronic health forms.



The screenshot shows the 'User Settings / About You' page. On the left is a navigation menu with options: About You, Participants, Security, Billing, and Notifications. The main content area is titled 'About You' and contains a message: 'If you want to change the name, email, phone or address associated with your DocNetwork account, you may do so below. If you are using DocNetwork for someone other than yourself (e.g. your child), please do not enter their information here.' Below this are several form fields: 'First Name' and 'Last Name' (both with red asterisks and red outlines), 'Email Address' (pre-filled with 'welcometest1@discovery.forms'), 'Phone Number' (with a red asterisk and red outline), and 'Mailing Address' (with a red asterisk and red outline). To the right of the phone number field is a toggle for 'I would like to receive text message alerts.' with 'No' and 'Yes' buttons. A 'SAVE' button is located at the bottom right.

Filling in Your Student’s Electronic Health Forms



The screenshot shows the 'Wade Wilson' student profile page. The left navigation menu includes: Wade Wilson, Registration, Prescreener, Health Profile, Account, Protection Plan, CampGrams, Emergency Plan, Custom Labels, and Trusted Contacts. The main content area shows the student's name 'Wade Wilson', birth date 'Feb 1, 2008', and gender 'Male'. Below this are several sections: 'Registration' (with a calendar icon), 'Prescreener' (with a red plus icon), 'Health Profile' (with a green progress indicator showing 21% completion and a red outline around the text 'The Health Profile for Wade is incomplete, and should be completed by March 2, 2023.'), 'Account' (with a dollar sign icon), 'CampGrams' (with an envelope icon), and 'Custom Labels' (with a tag icon). A '+ NEW PARTICIPANT' button is visible in the left sidebar.

Required questions will be marked with an * and **outlined in red**. Upload any required documents to your SchoolDoc account. If you're on a phone/tablet, you can take a picture to upload the document.

Keep in mind that our application saves your information as you complete the health forms, therefore you can return to app.schooldoc.com to make updates and/or continue filling out your student’s health information. You can log in using the email address and password you previously created.

We’re excited to let you know that your student's health information will save from year-to-year, so once you complete it in SchoolDoc this season, you won’t have to start from scratch next year.

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Additionally, SchoolDoc sends out periodic reminder emails for incomplete health information, and your school may also use the messaging feature to send out emails via SchoolDoc. These notifications will come from noreply@schooldoc.com, so please add this to your safe sender list to avoid accidental delivery to junk and spam folders. We don't want you to miss important notices about school!

Please note that SchoolDoc supports the current and previous major releases of [Chrome](#), [Firefox](#), [Microsoft Edge](#), and [Safari](#) which provide improved security and performance for health information.

For additional assistance, you can navigate to support.schooldoc.com or contact our Support Team at support@schooldoc.com or 734-629-5900. We also encourage you to visit our [Sign Up Support page](#) for additional resources.

We are excited to continually improve and build safer, more productive, and more efficient systems to create the best experience for you and your family!

We can't wait to see you this school year,

[YOUR NAME]

[YOUR SCHOOL NAME] Director