



October 5, 2020

Dear Families

Welcome!

Narragansett School System has licensed the Frontline Screening Tool to provide you with convenient access for submitting your daily screening for your child.

SELF REGISTER

Self-registration can be completed via our Mobile or Desktop application. (*Note, you do not need to register separately to gain access to both options.)

- For Mobile, please go to the Apple App Store or Android Apps on Google Play, search for *Frontline Health Portal*, and download the app.
- As a Desktop user, please select the following link to access the registration portal:
https://www.healthofficeportal.com/SHM_Narragansett_School_System/portal/Register.aspx

You will need to register as a family with your personal email that was provided to the school district during your student registration. (*If both parents/guardians provided their emails to the school district, you may use one of the emails to start one account or both emails to start more than one account.)

Complete the following steps to continue your registration:

- Use your email and re-type a Captcha (mix of letters and numbers intended to distinguish human from machine input) to take you to the next page where you will confirm the Portal Terms of Use. Once complete, you will be notified regarding the activation of your account.
- You will receive a verification email with a temporary password and a link to confirm your account. (Please check your email's spam folder if you have not received the email in 10-15 minutes.)
- Reference the "Verify HealthOffice Portal Account" screen and follow the eSignature instructions. (Be sure to leave out any space(s) between /S/ and your name.) Click the checkbox beside "I agree" and select the "**Verify**" button to complete the email verification process.
- You will return to the Health Portal screen/login page and use the temporary password provided in the registration email to initiate the password creation process. The system will prompt you to change your password. Follow the instructions and remember to select the checkbox at the bottom of the screen. (A successful change will show "Your password has been successfully changed" (in green) under the password area.)
- Click on "**Home**" on the top menu bar. This selection will prompt you to register your first child to your account. You will need to provide the following information:
 - Student Last Name

- Student Date of Birth
- Student School ID (as designated by the District, six digit student number)
- Primary contact email provided to the District
- To register additional children, remain on the “Home” tab, click on “**Add Person,**” and continue this step until all your children are registered.

Your new Frontline Health Portal is now active and ready for use!

Please use the Frontline Health Portal Mobile app or select the following website to log in to the Health Portal:

https://healthofficeportal.com/SHM_Narragansett_School_System/Portal/Login.aspx

