



February 18th

Dear Faculty of **Central Union High School:**

## Welcome!

Our district has licensed the Frontline Health Portal to provide our staff with convenient, 24-hour online access. Using a secure username and password, you can view district-designated health information, communicate with our health & wellness staff, and review/sign forms.

### ACCOUNT ACTIVATION

Account activation can be completed via our Mobile or Desktop application. (\*Note, you do not need to register separately to gain access to both options.) You will need to activate your account with your district email.

- **For Mobile**, please go to the Apple App Store or Android Apps on Google Play, search for "Frontline Health Portal", and download the app.
- **For Desktop**, please select the following link:

[https://app.HealthOfficePortal.com/SHM\\_Central\\_Union\\_High\\_School\\_District/Portal/Login.aspx](https://app.HealthOfficePortal.com/SHM_Central_Union_High_School_District/Portal/Login.aspx)

Complete the following steps to continue your activation:

#### Health Portal Login Screen

On the Health Portal Login screen, select "Activate Account" located below the Log In box to open the "1 Activate your account" screen.

#### STEP 1: Temporary Password (Activate your account)

Enter your district email and select the blue button "Send me a temporary password." You will see a green checkmark and confirmation message, indicating that a temporary password email has been sent with the Subject: "Your temporary password for Frontline Health Portal." (Please check your email's spam folder if you have not received the email in 10-15 minutes.)

Within the password email, there is a temporary password and link to finish activating your account. Copy the temporary password or refer to it. Click on this link to go back to the Health Portal Login. Enter your Username (your district email) and the temporary password.

#### STEP 2: Update Password

After you select the "Log in" button, update your password, following the password change process.

#### STEP 3: Terms of Use

When your password has been updated, continue to the Portal Terms of Use.



Review the Frontline Portal Terms of Use and Electronic Services Agreement (ESA) on the screen, then click the checkbox beside "I have read and agree to the Terms of Use and Electronic Service Agreement" and enter your name in the field. Select the "Agree & Sign" button to complete the step.

#### **STEP 4: A green checkmark and message will show that your agreement is confirmed.**

In the Staff box, if you are staff without a student in the district, click "Complete Account Activation" to display the "Your account has been activated" message.

(\*Note: If you are staff with a student enrolled at the district, you can click "Continue to Assign Students" in the Families box to open the "4 Assign student(s) to your account" screen and add students.)

#### **STEP 5: Account Activated**

Select "Take me to Frontline Health Portal" to open the Health Portal. 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://app.HealthOfficePortal.com/SHM\\_Central\\_Union\\_High\\_School\\_District/Portal/Login.aspx](https://app.HealthOfficePortal.com/SHM_Central_Union_High_School_District/Portal/Login.aspx)

Still have questions? Please contact the District at **[DISTRICT PHONE, EMAIL, OR ALTERNATE CONTACT INFORMATION HERE]**.

For additional support for Staff, you can also visit our Help Center for Families & Staff: <https://healthportal-help.frontlineeducation.com>