VIEWPOINT VP SCREENING

EMPLOYEE GUIDE FOR:

MILWAUKEE AREA *Technical College*
Transforming Lives, Industry & Community

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1 STEP 1: GO TO the MATC EMPLOYEE Landing Page on Viewpoint Screening's Website: https://www.viewpointscreening.com/matcemployees

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MILWAUKEE AREA *Technical College*
Transforming Lives, Industry & Community

Milwaukee Area Technical College has partnered with Viewpoint Screening to provide your COVID-19 immunization management. Failure to submit an order will delay the entrance into your school setting.

Click "Start Your Order" below and you will be directed through the application process. Once your order is submitted, you will receive a confirmation email containing a password to log into viewpointscreening.com.

- Start Your Order →
- View Your Results →
- Student FAQs →
- Disclaimer →
- Contact →

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2
Click on Start Your Order

Start Your Order

- 🏢 Full Time Employees
- 🏢 Part Time Employees

Cancel

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3 Choose Full Time or Part Time

Start Your Order

- 🏢 Full Time Employees
  - ❯ Health Portal for COVID-19 Tracking
- 🏢 Part Time Employees
  - ❯ Health Portal for COVID-19 Tracking

Cancel

Click on "Health Portal for COVID-19 Tracking"

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a better point of view VP

4 Once you click on a package choice, you will be taken to a package summary screen.

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1 ——————— 2 ——————— 3

MATC

Required Package

Milwaukee Area Technical College requires the following services to be ordered:

| Health Portal: | This package includes document storage. At the end of the order process, you will have the capability log in and upload your COVID-19 vaccination information. |

☐ I have read, understand and agree to the Viewpoint Screening Disclaimer and Refund Policy.

[Next]

Go Back to Main Page

VIEWPOINT SCREENING

Here, you can see the items in the package and the disclaimer policy.

Once you review everything, click the disclaimer button and hit NEXT.

5 Complete Your Personal Info And Address History

Applicant Information

First Name*:	
Last Name*:	
Middle Name:	
Date of Birth*:	▼ / ▼ / [ ] (mm/dd/yyyy)
Phone Number*:	[ ] (111-111-1111)
Student or Employee ID*:	[ ]
E-Mail Address*:	[ ] Type E-mail address.

IMPORTANT
Your email address will be your user name to log in. If you have placed a previous order, it is recommended to use the same email address to prevent separate logins. Separate logins will contain separate results / medical documents, and cannot be combined.

[   ] Re-type E-mail address.

Please make sure you are entering your correct email address. You will be unable to log in or receive communications from Viewpoint Screening if your email address is not valid.

Current Residential Address:

Address*:	[ ]
City*:	[ ]
State or U.S. Territory*:	▼ For an international address, select "International" and select the foreign Co name below.
Country*:	United States
Zip Code*:	[ ] ZIP Code Look Up Tool Please Note: If you have an internationa that does not require a Zip Code, please "00000".

[Back] [Next]

Go Back to Main Page

EMPLOYEE ID: You are REQUIRED to enter your numerical EMPLOYEE ID here.

Viewpoint Screening orders@viewpointscreening.com via btmemail.com
📄 to me ▾

VIEWPOINT **VP** SCREENING
www.viewpointscreening.com

You have successfully submitted your order.

Please visit viewpointscreening.com to log into your Viewpoint Screening profile. Your login information is below.

Username: email@emailaddress.com
Password: **160903090707564314**

You may change your password after you have logged in.

If your order contains a drug test or eLearning, you will receive a separate instructional email after 1 business day.

Thank you,

Viewpoint Screening
studentsupport@viewpointscreening.com

6 Log In to Your Account

You will receive an email with a password to LOG IN at Viewpoint Screening.com, right hand corner, where it says LOG IN. **Your username will be the email address you entered when you placed your order.**

Username
Password
☐ Show Password
| **Log In** |

Forgot username and/or password?

7 View your HEALTH PORTAL REQUIREMENTS

Once you LOG IN, First thing, **change your password**.

Next, click on HEALTH PORTAL. Here you will see your requirements.

Options Menu

• View Your Results
• Health Portal
• Drug Test Instructions
• eLearning
• Edit Password
• Resource Center
• FAQs
• Contact Us

• Log Out

Results

MILWAUKEE AREA TECHNICAL COLLEGE
JANE SMITH
order placed on: 9/17/2021

Health Portal order (Business & Management)

• If you placed an order with a different email address to view the results.

• Your school administration has access to

• If you have any questions, please contact studentsupport@viewpointscreening.com

Get ADOBE READER

To view PDF files, simply download the free

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8 HEALTH PORTAL : IN DEPTH
Your requirements are listed in a Summarized Form.

Read this section. It will help you.

To VIEW YOUR INSTRUCTIONS for a particular requirement, click on THE QUESTION MARK. This will expand to give you the full instructions.

Health Portal

4

♦ Click for messages about reviewed documents

♦ When uploading a new document, you will be given the option to overwrite the previously uploaded file, or to combine the new file with the previously uploaded file. If you overwrite the previously uploaded file, it will be permanently deleted.

♦ Do not bundle all requirements into one file. If your document has multiple pages, the intended requirement must be found on the first page. To separate one PDF file into multiple pages, please click here.

♦ Documents with multiple records on one page is acceptable. The same document should be uploaded to each corresponding requirement.

♦ The maximum file size that can be uploaded is 10 mb. If your file is larger than 10 mb, please click here. to compress the file.

♦ Forgery, alteration, falsification, or misuse of any instrument of identification, document, or record, is prohibited. Your school will be notified of any possible fake documentation.

♦ Please note that your requirements are set by your program in accordance with clinical sites' prerequisites. Viewpoint Screening must review your documents based on these guidelines and cannot cater any exceptions.

Requirement	Upload	Uploaded Date	Review Date	Renewal
❷ COVID-19 Due Date:	Upload Document			

Health Portal Messages

Requirement	Upload	Uploaded Date	Review Date	Renewal
❷ COVID-19 View Document	Upload New Document	Uploaded 09/17/21	Not-Approved 09/20/21	

If you are vaccinated, you you are required to upload:

Wisconsin Immunization Record
OR
Vaccine Card

Click here for instructions about accessing records on the WIR

If you have not been vaccinated, you are required to upload:

The Milwaukee Area Technical College COVID-19 Series Tracking Form

Additionally:
If you have a disability or medical condition that precludes COVID-19 vaccination, a medical accommodation may be granted. Follow the steps provided on this form.

If you have a sincerely-held religious belief that precludes vaccination, a religious accommodation may be granted. Follow the steps provided on this form.

Select File   Close

If you are vaccinated, you ONLY need to Upload proof of vaccination. No further action is required.

We can accept image files (photos) of your vaccine card or immunization records.
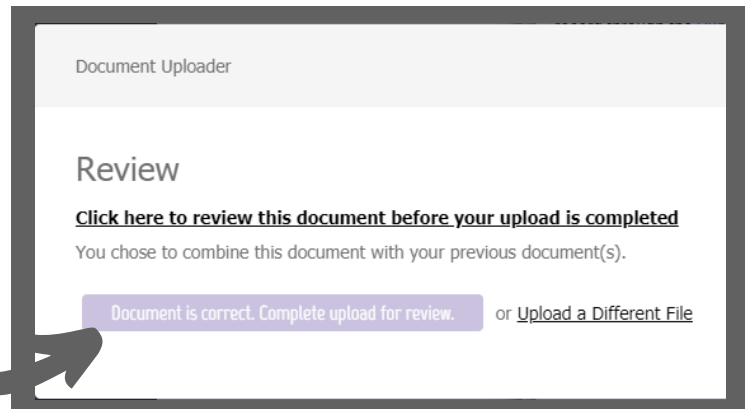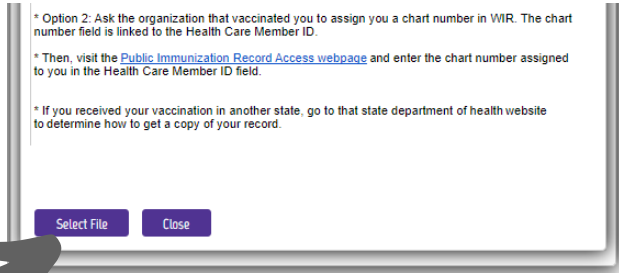
9 UPLOADING DOCUMENTS

When you have the correct document available, you are ready to upload it to your Health Portal.

Click on "Select File" to choose your document.

REMEMBER: YOUR NAME MUST BE VISIBLE ON THE DOCUMENT OR IT WILL BE REJECTED AND MUST BE UPLOADED AGAIN.

* Option 2: Ask the organization that vaccinated you to assign you a chart number in WIR. The chart number field is linked to the Health Care Member ID.

* Then, visit the Public Immunization Record Access webpage and enter the chart number assigned to you in the Health Care Member ID field.

* If you received your vaccination in another state, go to that state department of health website to determine how to get a copy of your record.
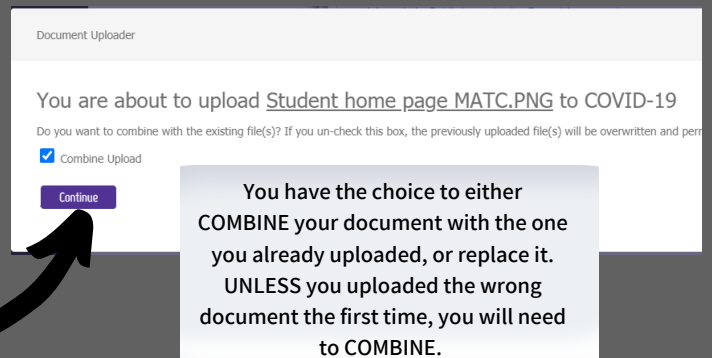
[Select File] [Close]

REVIEW & UPLOAD

The system forces you to REVIEW the document to be sure you uploaded the correct thing. It will open up the document in a separate window. Once reviewed, go back to the Document Uploader box and click "Document is correct. Complete Upload for Review.

Document Uploader

Review

Click here to review this document before your upload is completed
You chose to combine this document with your previous document(s).

[Document is correct. Complete upload for review.] or Upload a Different File

ADDITIONAL DOCUMENTS

PLEASE READ THE FULL requirement instructions by clicking the Question Mark (see previous page) to determine IF you need to upload more than one document. IF you determine you need to upload more than one due to your circumstances, when you're ready to upload your second document, you'll receive this message.

Document Uploader

You are about to upload Student home page MATC.PNG to COVID-19
Do you want to combine with the existing file(s)? If you un-check this box, the previously uploaded file(s) will be overwritten and perm

☑ Combine Upload

[Continue]

You have the choice to either COMBINE your document with the one you already uploaded, or replace it. UNLESS you uploaded the wrong document the first time, you will need to COMBINE.

Once the document has been successfully uploaded, you will see the UPLOADED button appear in the Row of the item with the DATE UPLOADED.

❓ | COVID-19 Due Date: | Upload New Document | Uploaded 08/25/21 | Approved 08/26/21
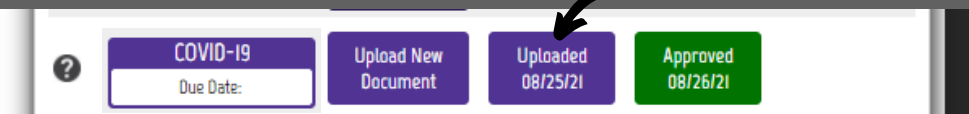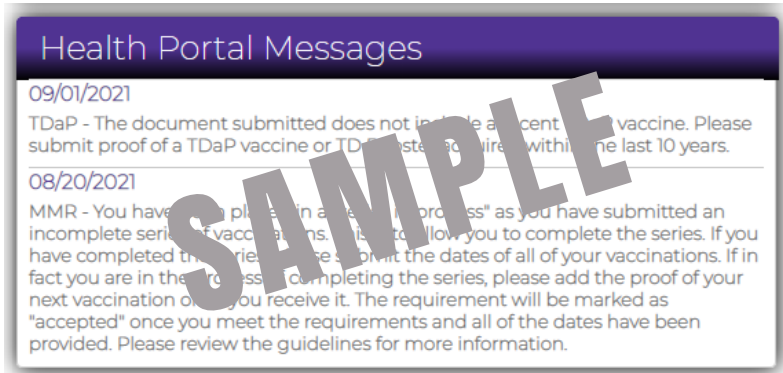
Documents are reviewed in 24 hours, or in 1 business day if submitted on weekends. Every document is either APPROVED (see above), or NOT APPROVED, with a date stamp of review.

❓ | COVID-19 Due Date: | Upload New Document | Uploaded 08/31/21 | Not-Approved 09/01/21
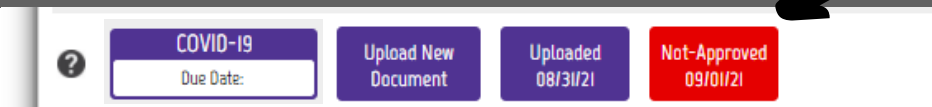
IF NOT APPROVED

If a document is NOT APPROVED, you will receive a general email saying so, and telling you to log in and look at your student messages to view the reason why. These are found at the bottom of your Health Portal listings.
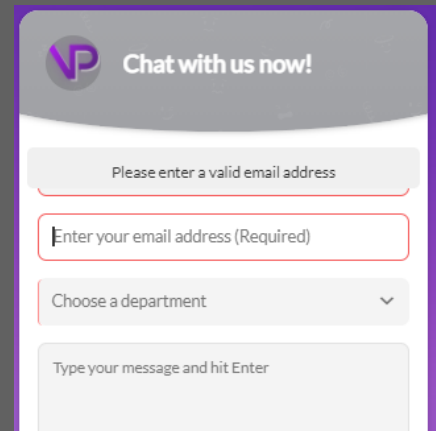
Health Portal Messages

09/01/2021
TDaP - The document submitted does not include a recent TDaP vaccine. Please submit proof of a TDaP vaccine or TDaP booster required within the last 10 years.

08/20/2021
MMR - You have been placed in a "in process" as you have submitted an incomplete series of vaccinations. This is to allow you to complete the series. If you have completed the series, please submit the dates of all of your vaccinations. If in fact you are in the process of completing the series, please add the proof of your next vaccination once you receive it. The requirement will be marked as "accepted" once you meet the requirements and all of the dates have been provided. Please review the guidelines for more information.

SAMPLE

⚠ IMPORTANT TIPS ⚠

- You will only ever place one order. Any other functions necessary will be handled by LOGGING IN to your account.
- You MUST include your EMPLOYEE ID number when you place your order. If you forgot it when placing your order, contact Support; they will input it for you.
- IF YOU HAVE A DOCUMENT that is rejected, DO NOT PLACE ANOTHER ORDER. You will receive an email explaining the rejection. Log back in to your account, read your messages section to see why it was rejected, and then UPLOAD A NEW / CORRECT DOCUMENT once you have the correct one.
- Once your document is marked as COMPLIANT, you have no further actions.
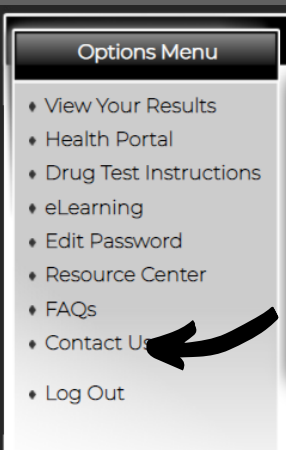
GETTING SUPPORT

If you have questions, please use the CONTACT US tab on your OPTIONS MENU, or use the INSTANT CHAT at the bottom right of your screen, Monday - Friday, 9 am - 5 pm EST.

Options Menu

- View Your Results
- Health Portal
- Drug Test Instructions
- eLearning
- Edit Password
- Resource Center
- FAQs
- Contact Us
- Log Out

Chat with us now!

Please enter a valid email address

Enter your email address (Required)

Choose a department

Type your message and hit Enter

Thank you for allowing Viewpoint Screening to help you with this process.