



## Welcome to the Wabash Student Health Portal

[www.wabash.studenthealthportal.com](http://www.wabash.studenthealthportal.com)

Dear Student,

Please excuse the “TL;DR” nature of this email, but this is critical information regarding how Wabash will collect student health information in preparation for the coming academic year.

Wabash will continue to utilize PyraMED, our electronic records system. This software will enable the College to streamline collection of medical information to be used by the Student Health Center staff and athletic trainers. It will also be used by Dean Thrush to evaluate academic and physical accommodations for students.

Your interactions with PyraMED will be through the *Student Health Portal* found at **wabash.studenthealthportal.com**. You should bookmark the site. A link is also be posted on the MyBash and Student Health Center pages. You may log into the Portal on a computer or mobile device using your Wabash network user name and password starting June 1.

Since the Portal will allow access to your sensitive protected health information including Student Health Center clinical notes, labs, and other test results, it is **critical that you do not share your network logon credentials with anyone, including your parents**, unless you want them to have full access. Consider that you may have confidential health issues occur while you are at college. If you have already shared your credentials with others, you can change your password here: <https://www.wabash.edu/technology/password>.

### A WALK-THROUGH OF THE STUDENT HEALTH PORTAL

You will see a number of tabs at the top in the scarlet banner that are generally self-explanatory, but here’s a description of each with the most commonly used in **bold**:

#### Home

You may see reminders at the top of the page that indicate you are non-compliant with immunizations or have “forms” pending completion (see “MyForms” below) – **DO NOT IGNORE THEM**.

#### My Profile

This is where you will have access to your health records for your information and to share with other health providers as needed.



### Messages

This section will be used to send secure messages back-and-forth between the students and staff members who are using PyraMED. **This is to be used instead of Wabash Outlook Email for communications between students and the Student Health Center (SHC).** Doing this will allow the messages to reside within PyraMED rather than in a separate location in Outlook.

The messaging function is where you will contact the SHC to request an appointment using “New Message,” and will be how the SHC contacts you about appointments, results, etc. using “View Messages.” When we send you a secure message, you will receive a notification via your Wabash Outlook email AND a text message to the cell phone number on file with the College. It is therefore **critical that the College has the correct cell number for YOUR personal cell phone** (not your parent’s or someone else’s). There will be a form available in your “MyForms” for you to confirm your cell number. If you want to opt out of receiving text messages notifying you that you have a secure message waiting on the Portal, contact us using the email link at the top right of the Portal Home page.

### MyForms

This is where all the forms you need to complete will reside. **You must complete all the forms in this section of the Portal prior to July 15.** This will allow College staff time to act on the information prior the start of the fall semester. Not all students will receive the same forms. For instance, forms for athletes should go to athletes only. If you do not see a form you think you should have received or are assigned one that does not apply to you, please contact us using the email link at the top right of the Portal Home page. Some of the forms require you to attach written documentation. To do this, you will either need to save a scan of the document on your computer or phone or take a photo of the document and store it on your phone. Once those files are on your device you can choose them within the form for upload. It is very important that the scans or photos you upload are legible (e.g., not an insurance card you have had in your wallet where the printing has become smudged). Some of the forms also require a signature indicating you have read/agree to the material.

### Appointments

This is where you will be able to see your upcoming appointments in the Student Health Center.

### Document Upload

There may be times when we ask you to provide written documents to be included in your PyraMED record. You will do that here by choosing a document type from the drop-down list and then selecting the file stored on your device to upload.

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The lower portion of the Portal has three boxes containing important information that will be updated throughout the year so please pay attention to this area each time you access the Portal.

We look forward to meeting you and working with you this year!

Nurse Amidon, Dr. Douglas, and Dr. Roberts