How to add an Authorized Representative

1. Login to the Student Health Gateway Portal as “UCSB Student”:

2. Select the “Profile” tab on the left-hand side of the menu and click edit for Authorized Representatives:

3. You can create an Authorized Representative in the Profile Menu in Gateway:
4. You then send the email you used and the password you created to the parent/guardian. The parent/guardian selects Authorized Representative and logs in:

![UCSB SHS Gateway](image1)

5. Authorized Representatives will only have access to *Enter Immunizations* (Forms menu), enter/review *Insurance Waivers* and enroll their student in GAP.

![UCSB SHS Gateway](image2)