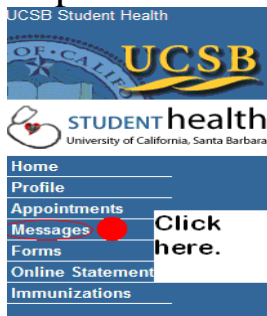


## How to complete your EAP Health Clearance, Online through Student Health

1. Log on to <http://studenthealth.sa.ucsb.edu/>
2. Click on The Gateway to secure login.



3. Enter your UCSB NET ID and Password.
4. Once logged in click on **Messages** on the left hand side of the panel.



5. Then click on New Message link.



6. Then select EAP Medical Health Clearance and click continue. You are now ready to complete the form.

The screenshot shows a web browser window with the URL <https://studenthealthoc.sa.ucsb.edu/branch.aspx>. The page title is "UCSB Student Health" and the user is logged in as "Welcome, JOE (NICK) GAUCHO | Logout". The main content area is titled "Secure Message" and contains a list of radio button options:

- Healthcare Provider
- EAP Medical Health Clearance
- UCSB Summer Session (London, Australia & Italy Only)
- Insurance Office
- Medical Records Office
- Children's Center Health Clearance
- Club Sport Returning Athlete Clearance
- Mental Healthcare Provider
- Prescription Refill Request

At the bottom of the list are two buttons: "Continue" and "Cancel".

7. Please complete the form, **print** out one copy for your records before you submit. **You will receive a secure message indicating the status of your clearance within 7 working days of submission.**

The screenshot shows the "Compose New Secure Message" page. The user is logged in as "Welcome, JOE (NICK) GAUCHO | Logout". The form fields are:

- Recipient: EAP, CLEARANCE
- Message Type: EAP Health History Form
- Subject:

Below the subject field, it says "Items marked with \*\* are required." There are several paragraphs of red text providing instructions and warnings:

- Students must inform UOEAP of any recent medical or additional special needs, or changes in health that occur before the start of the program. Because of the importance of having this information for your safety, failure to provide complete and accurate information may be grounds for non-participation in, or dismissal from, EAP.**
- All students must have a health clearance in order to participate in EAP. The electronic Confidential Health History Form you are now filling out will be used in the EAP health clearance process. You MUST print a copy of this completed form and take it abroad with you. This form provides vital medical information in the event that you require emergency treatment.**
- In addition you must be able to pick up your Health Clearance Form at Student Health in person. No forms will be mailed.**
- A \$40 fee will be charged to your BARC account for use of this electronic service.**
- If you have an ongoing health concern and wish to schedule an in-person clearance instead of online clearance please call 805-893-3371.**

The "General Information" section contains the following fields:

- \*\* Destination Country:
- \*\* EAP Program Name:
- \*\* Host University:
- \*\* Term: