

How to send a secure message using Gateway

Step 1: Please go to https://studenthealthoc.sa.ucsb.edu/login_directory.aspx

The screenshot shows a web browser window with the title "JCSB Student Health". The page header includes the UCSB logo and "STUDENT health University of California, Santa Barbara". The main content area says "Welcome to the UCSB Student Health Gateway Medical Portal | Logout" and "Please enter your UCSBNetID and password:". There are two input fields: "UCSBNetID:" and "Password:". Below the fields are "Proceed" and "Cancel" buttons. A list of services is provided: "This Gateway medical portal can used to:" followed by a bulleted list: "Make appointments", "Communicate confidentially with Student Health & Pharmacy", "Sign medical and security consents", "Print out billing statements & immunization records", "Enter required Immunizations dates", "Waive the Gaucho Health Insurance (GHI) plan", and "Enroll in the New Gaucho Acces Plan (GAP) for Waived students". Additional text includes: "If you are not able to use this site, come to Student Health and use our Windows computers located in the Gateway area across from the Pharmacy.", "If this does not help, please call our Appointment Desk at 805 893-3371 for assistance with your needs.", "Need a UCSBnetID or Password? Please visit: <http://www.umail.ucsb.edu>", "Experiencing problems with this site? Please e-mail: [Gateway Web Site Help](#)", and "Login to UCSB CAPS Communicator: [UCSB CAPS Communicator](#)".

Step 2: Enter your UCSBNetID & password and click Proceed.

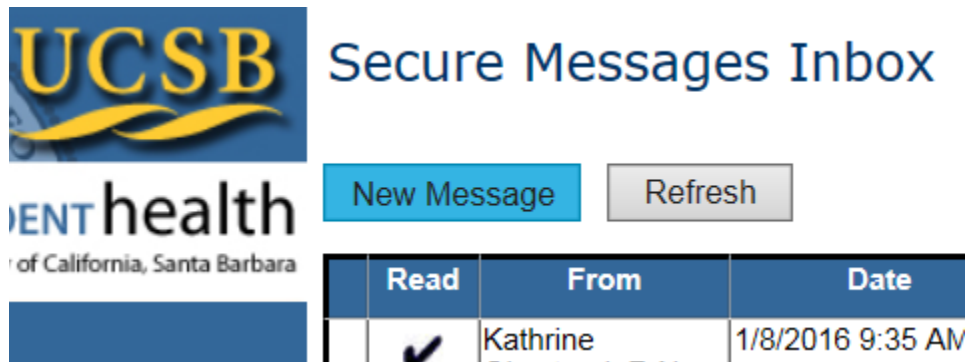
UCSBNetID:

Password:

Step 3: Click on the “Messages” link on the left side of the menu.



Step 4: Click “New Message.”



Step 5: Select the type of message you want to send.

Secure Message

- Email Healthcare Provider
- Email Mental Healthcare Provider
- Prescription Refill Request
- Annual Birth Control Refill (20 yrs or younger only)
- Children's Center Health Clearance
- Club Sport Returning Athlete Clearance
- Public Health Questionnaire
- Alcohol and Drug Program Office
- Insurance Office
- Medical Records Office
- Travel Appointment Request (Immunizations)

Step 6: Click on “Select Receipt”

Recipient: **[Please Select Recipient]**
[Select Recipient](#)

Message Type: Health Provider

Subject:

Message:

Step 7: Select the clinician you would like you send a message to.

List clinicians with last name beginning with: [A-F](#) [G-L](#) **[M-R](#)** [S-Z](#)

Click on the clinician's name to select.

- [MALEAR, BETSY RD](#)
- [MATTICE, MONICA NP](#)
- [MEDICAL RECORDS, OFFICE](#)
- [MONTENEGRO, SONIA](#)
- [NICHOLS, HEATHER M OD](#)
- [OZOLINS, REINIS](#)
- [PETERS, LACEY MFT](#)
- [PHARMACY, SYSTEM](#)
- [PRIMARY CARE, TEAM A](#)
- [ROGERS, KRISTEN NP](#)
- [MATHERS-WINN, LESLIE NP](#)
- [MCGILVRAY, MARK](#)
- [MEDINA, LISA](#)
- [NELSON, LAURA](#)
- [OLMSTEAD, KATHRINE R.N.](#)
- [PEDROZA, MIGUEL A MD](#)
- [PHARMACY, STAFF](#)
- [PORAT, SARAH MFT](#)
- [PUBLIC HEALTH, QUESTIONNAIRE](#)

Step 8: Verify the name of the clinician you want to message is under
“Recipient.”

Then, fill in the subject and the message you would like to send to the clinician.

Compose New Secure Message

Recipient: MATHERS-WINN, LESLIE NP

Message Type: Health Provider

Subject:

Message:

Last but not least, do not forget to press **send!**
