How to send a secure message using Gateway

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

1. Please enter your UCSBNetID and password:

   ![Login Interface]

   - UCSBNetID: [Enter UCSBNetID]
   - Password: [Enter password]

   - Proceed
   - Cancel

   This Gateway medical portal can be used to:
   - Make appointments
   - Communicate confidentially with Student Health & Pharmacy
   - Sign medical and security consents
   - Print out billing statements & immunization records
   - Enter required Immunizations dates
   - Enter the Gaucho Health Insurance (GHI) plan
   - Enroll in the New Gaucho Access Plan (GAP) for Waived students

   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

   Login to UCSB CAPS Communicator: UCSB CAPS Communicator

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

1. UCSBNetID: Joe_Gaucho
   - Password: [Enter Password]

   - Proceed
   - Cancel
**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]

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: 

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