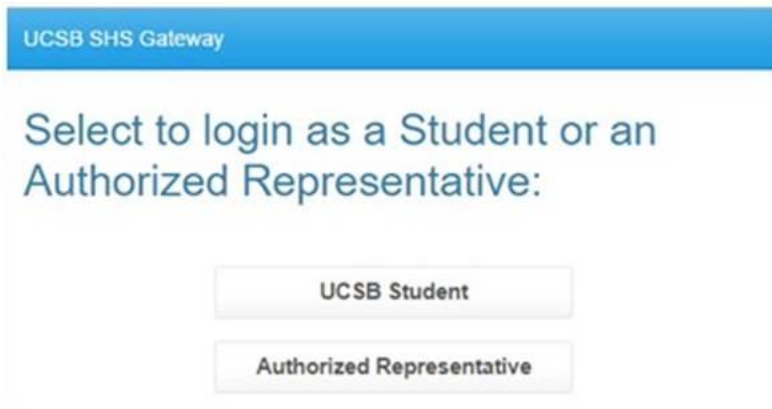


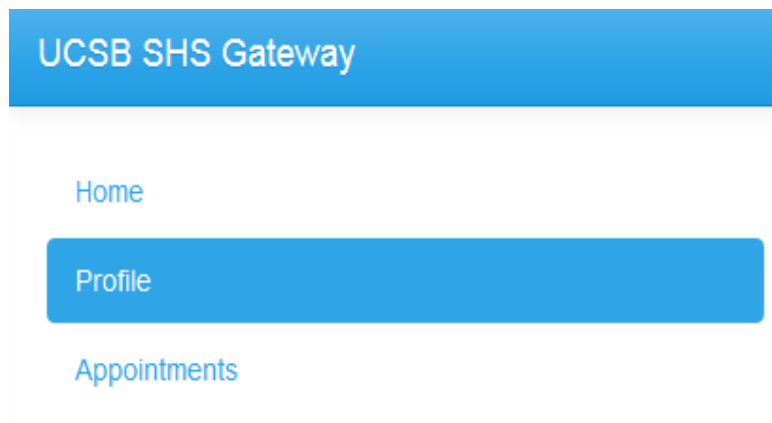
# How to add an Authorized Representative

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



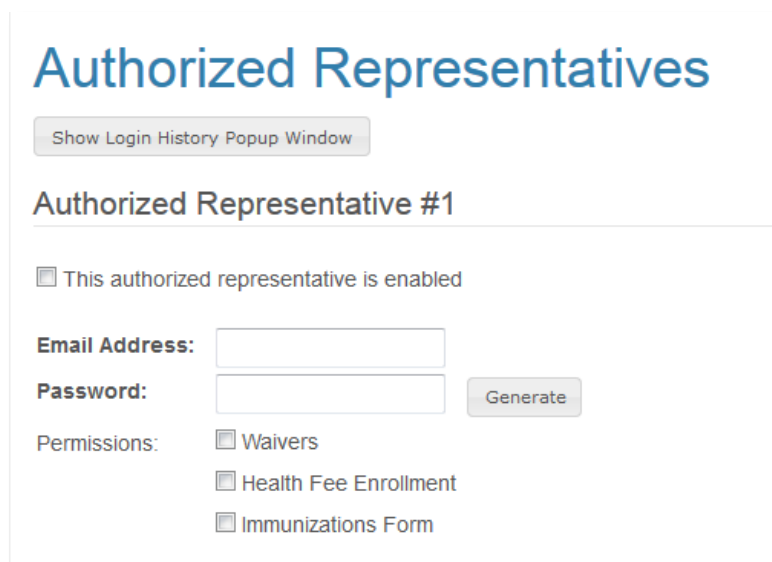
The screenshot shows the UCSB SHS Gateway login page. At the top is a blue header with the text "UCSB SHS Gateway". Below the header, the text "Select to login as a Student or an Authorized Representative:" is displayed. There are two buttons: "UCSB Student" and "Authorized Representative".

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



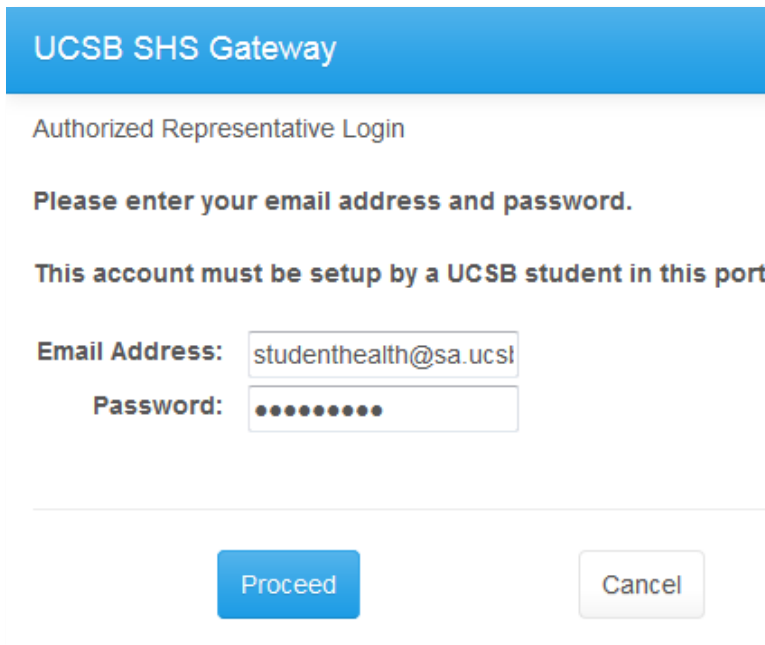
The screenshot shows the UCSB SHS Gateway menu. At the top is a blue header with the text "UCSB SHS Gateway". Below the header, there are three menu items: "Home", "Profile", and "Appointments". The "Profile" item is highlighted with a blue background.

3. You can create an Authorized Representative in the Profile Menu in Gateway:



The screenshot shows the "Authorized Representatives" form. At the top is the title "Authorized Representatives" in blue. Below the title is a button labeled "Show Login History Popup Window". The form is titled "Authorized Representative #1". There is a checkbox labeled "This authorized representative is enabled". Below this are two input fields: "Email Address:" and "Password:". To the right of the "Password:" field is a button labeled "Generate". Below these fields are three checkboxes under the heading "Permissions": "Waivers", "Health Fee Enrollment", and "Immunizations Form".

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:



The image shows a login form titled "UCSB SHS Gateway" with the subtitle "Authorized Representative Login". The form prompts the user to "Please enter your email address and password." and includes a note: "This account must be setup by a UCSB student in this port". There are two input fields: "Email Address:" containing "studenthealth@sa.ucsl" and "Password:" with masked characters. At the bottom, there are two buttons: "Proceed" (blue) and "Cancel" (grey).

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

