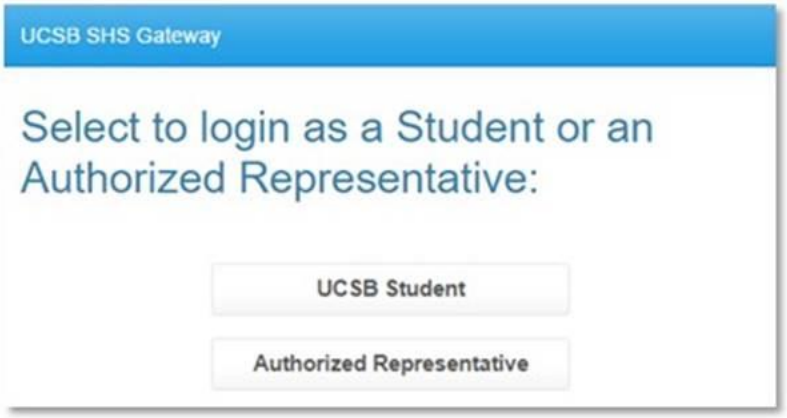
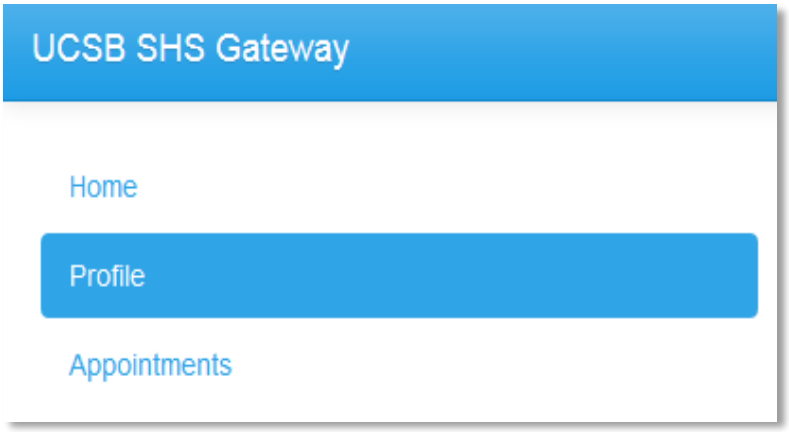
How to add an Authorized Representative

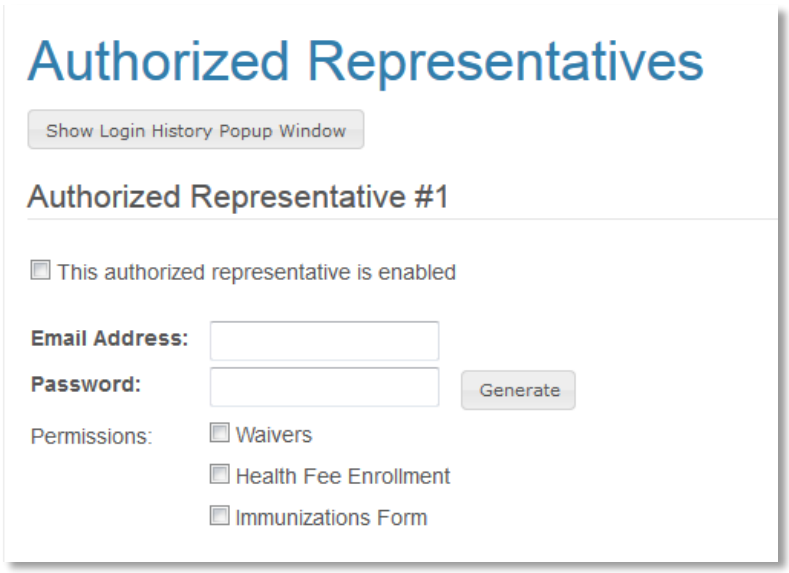
1. **Login to the Student Health Gateway Portal as "UCSB Student":**



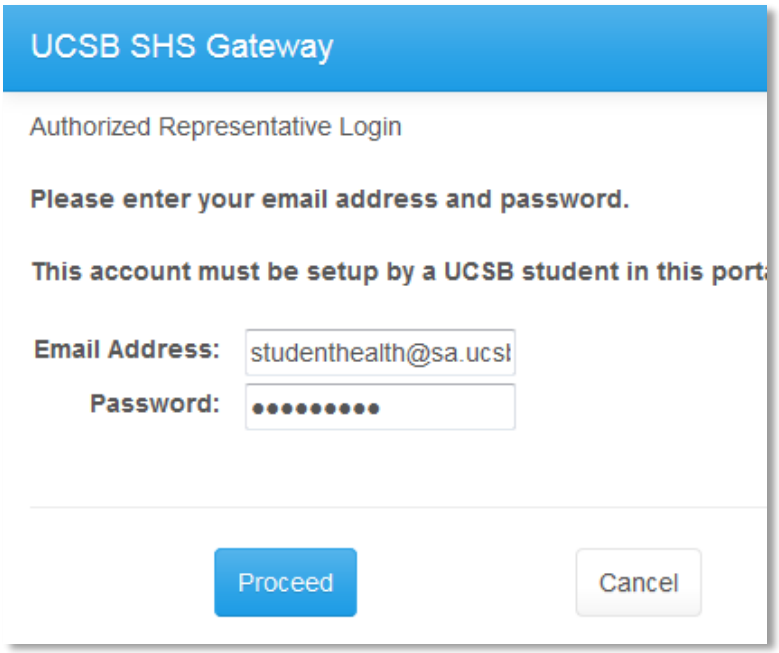
2. **Select the "Profile" tab on the left-hand side of the menu and click edit for Authorized Representatives:**



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:**



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