How to send a secure message using Gateway

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

File Edit View Favorites Tools Help	p
JCSB Student Health	
UCSB	Welcome to the UCSB Student Health Gateway Medical Portal Logout
	riease enter your oc sometio and password.
STUDENT health	UCSBNetID: Password:
	Proceed Cancel
	This Gateway medical portal can 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 Waive the Gaucho Health Insurance (GHI) plan Enroll in the New Gaucho Acces 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

<u>Step 2</u>: Enter your UCSBNetID & password and click Proceed.

UCSBNetID: Password:	Joe_Gaucho	
Proceed		Cano

<u>Step 3</u>: Click on the "Messages" link on the left side of the menu.



Step 4: Click "New Message."

UCSB	Secure Messages Inbox					
ENT health	New Message Refresh			sh		
		Read	Fre	om	Date	
		~	Kathrine		1/8/2016 9:35 AN	

<u>Step 5</u>: Select the type of message you want to send.

Secure Message

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

<u>Step 6</u>: Click on "Select Receipt"

Recipient:	[Please Select Recipie	ent]
	Select Recipient	
Message Type:	Health Provider	
Subject:		
Message:		

<u>Step 7</u>: 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

<u>Step 8</u>: 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	
	Change Recipient	
Message Type:	Health Provider	
Subject:		
Message:		
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Last but not least, do not forget to press send!

