

## HHS: COVID Screening Announcement

**Just FYI:** Laboratory Services of America (LSA) will start administering weekly rapid COVID-19 tests to students and staff on Friday, September 17th at Hercules. We know this is a quick turn around and we ask for your continued patience and flexibility.

The change to LSA will require everyone to complete a new ONE-TIME REGISTRATION PROCESS that can be done on a laptop, computer or mobile device. We know this is an inconvenience but the switch to the new company will provide us more timely results that will keep students and staff safe.

Once you have registered, students and staff will only provide their name and date of birth to receive a test on test day.

The registration form below is unique to Hercules.

Please read its instructions carefully, and if you have any questions, please contact school administration.



### How to Order Your COVID Test Through GVP


#### BEFORE CREATING AN ACCOUNT

1. **Do NOT download the GVP mobile app.** You should open GVP in your browser only through the links below.
2. **If you have any issues/questions related to creating your GVP Account or scheduling a test, [contactsupport@globalviruspass.com](mailto:contactsupport@globalviruspass.com).**
3. Click here to watch an [Instructional Video about how to set up your account.](#)

#### CREATE YOUR ACCOUNT (one time process)

- Scan the QR Code to the right or [Click Here to Create your Account](#)
- Enter in your Email Address, First Name, and Last Name



- Create a password then click Create Account
- You will be sent an email to confirm your account
- Confirm account via email and Log in.
- Once logged in, click on your name or  icon in the upper right and select My Profile •  
Complete your student's information as requested in the General Information and Insurance Information tabs
- **If you have multiple children, click My Circle and click Insert to add all other students who may also receive COVID-19 testing.**
- Once all students have been added, click confirm.
- **Once your account is created you can take the step to MAKE AN APPOINTMENT by following the instructions below.**

### **MAKING AN APPOINTMENT**

- When logged into your GVP account, click on My Schedule, then By Facility
- Click on the location that you wish to schedule testing at
  - **Hercules High School**
- Click on Antigen Test
- Select which person you would like to schedule an appointment for (if you have added others to your circle.)
  - If you do not see the person you are trying to schedule for, click my profile and go to My Circle to add a family member
  - **There must be a user created for each person that will receive testing to ensure the patient's information is sent to the laboratory**
- Click into the date field to select desired date
- Select an appointment time
- Complete all forms as necessary.
- Once all steps are completed, you will receive an on-screen confirmation of your appointment.  
Click Confirm and Send and you will receive an email confirmation as well.
- If you need to schedule another appointment for yourself or a circle user, click on My Schedule and By Facility once again to go back to your location's scheduling page
  - You can view your scheduled appointments by clicking on My Schedule and then clicking History