

Dear Parents,

Welcome to The Village School, we want to share some important information with you about SNAP Health Portal, the computer program used to communicate with you and to keep your child/ren's health information confidential. You will be receiving an email with a password to use to access the portal. Your school email is your username. Please login to the health portal to confirm contacts, health conditions, and add OTC medications. See instructions below for the portal.

How to confirm the above information in the SNAP health portal

1. Go to the website: www.studentehr.com
2. Add your email(address used for ISam's) address & password (If you do not remember your password for SNAP, click 'forgot password and one can be emailed to you - check your spam if it does not come into your regular email).
3. On the left hand side are different tabs to select from, for example, Demographics, Contacts, Health Conditions, etc. Under these tabs are where you can add or change the information.
4. Once in the program you will be taken to the 'Demographics'. Please click 'edit' under 'Insurance' and add the information.
5. Click on the link for 'Contacts'. Check the information on the page, if it is correct click '**confirm**' at the top of the information.
6. Click the link 'Health Conditions'. Check the information on the page, if there are no allergies/conditions known or the present information is correct, click the '**confirm**' in the box. If you need to add allergies, medical conditions, etc please click 'add' and complete the information. If you have an Asthma or Allergy plan you can upload it here under 'Choose File'.
7. If you need to complete a health plan, view the different documents available under 'Forms'. You can download a blank document and once completed by the doctor, you can 'return now' in the same area.
8. If we send you a message via the portal or you desire to send us a message, you can view this under 'Messages' on the left side of the screen.

Giving OTC medication permission:

1. Go to the website: www.studentehr.com
2. Log in with your email address and password
3. Once in the program you will need to click the 'Medications' tab on the left
4. Click 'OTC' on the far right side of the screen
5. Click 'Opt-In' for each medication you would like your child to have or mark 'Opt-In for "No Over the Counter medication permission given". **Please do not mark both.** FYI-Once you click 'Opt-In', it will say Currently Opted- In and the box will turn red. Be sure to click the 'Done' button

How to change your password:

1. On the top right corner where you see the person icon, hover over it and click 'settings', then follow the prompts. You can also adjust your notifications.
2. Be sure to click 'Save'.

IMPORTANT - This **required** information is used during emergencies at school and on **school trips**. You must complete the above information **annually**. For any other help with the portal please refer to the clinic page of the school website, under the heading '**Health Portal**'.

Contact your division nurse at nurse@thevillageschool.com or 281-496-7900.

HS ext 3100, MS/FINNA ext 1510, and ES ext 1100.