Clinic Online
End User Manual
for Students

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1. Introduction

1.1 Purpose of this Manual

This manual provides detailed instructions and information for users of the Clinic Online Portal. It is designed to help you understand and effectively use the Clinic Online Portal.

1.2 Intended Audience

This manual is intended for the university students.

1.3 What is it?

The Clinic Online Portal is a web app for updating the Medical Record Card of Guimaras State University students.

2. Getting Started

2.1 Prerequisites

These are the things needed before you can use the Clinic Online Portal.

1. A smartphone or a laptop/desktop computer
2. Your active university email (*the one that ends in* @gsu.edu.ph)
3. Good internet connection

2.2 Creating an Account

Account creation is only done once. If you already have an account, skip to the topic Logging In

1. Using your smartphone or laptop/desktop computer, open a **web browser.** Examples of common web browsers are: **Firefox, Chrome, Opera, Brave, Edge**

2. On your web browser, type this in the URL bar: **https://clinic.gsu.edu.ph**
Or scan the QR code below:

3. Tap the **Register** button if you don't have an account yet. Or Tap **Login** if you are already registered.
4. Provide your First Name, Middle, Last Name and Suffix if you have one. Tap Next.
5. Type your GSU email.
6. Select **Student** in the dropdown.
7. Read and accept the Data Privacy and Consent Form by checking the checkbox.
8. Finally, tap **Register**.

2.3 Logging In

1. Using your smartphone or laptop/desktop computer, open a **web browser.** Examples of common web browsers are: **Firefox, Chrome, Opera, Brave, Edge**
2. On your web browser, type this in the URL bar: **https://clinic.gsu.edu.ph**
3. Tap the **Login** button.
4. Type your GSU email that you used during account creation.
5. Type your password.
6. Finally, tap **Login**.

3. Basic Operations

3.1 Updating My Medical Record Card

1. Inside your account, tap **Update Record**.
2. Provide your personal information
3. The **Course** and **Address** are auto-completing fields. Please start by typing your course or address and select the correct one from the results.
4. Facebook/Messenger Name are either a direct link (URL) to your FB account or just your FB name. This as an alternative way in contacting you.
5. Contact No. for Parent/Guardian and Emergency Person must be different from your personal Phone Number.
6. Finally, list down your allergies.
7. Tap **Submit** when your are done.

4. Frequently Asked Questions

Q: Where can I get the GSU email?
A: This can be obtained at the ICT Office.

Q: What if I forgot my password?
A: On the Login page of the Portal, there is a link to the password reset form that says: *Forgot your password? <u>Reset here</u>.* Type the email that you used when you created your account. Tap **Reset Password**.