



COVID-19 Testing Consent Form Process

2021 - 2022



Student and Staff Registration and Consent Process for COVID-19 Testing ►►

- **Link to HISD Testing Registration and Consent** - For older students, staff, and the parent/guardian of minor students to complete consent process prior to testing. ([website](#))

► Step 1

Getting Started Screen

This screen is the beginning of the online consent process. Tests are collected at designated schools following an established schedule.

Test results are available for viewing 24-48 hours after samples arrive at Fulgent's laboratory. In many cases, results are available the same day as sample collection.

Because testing is sponsored by the Houston Health Department, you will never need to provide insurance information.

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Get tested for COVID-19

To register for testing or to schedule an appointment, please click on the "begin" button below. Within 48 hours of the sample arriving at the lab, you should receive a text and/or email with information on how to access your COVID test result.

To register for testing you will need:

- Student or employee ID number
- Insurance information (if applicable)

If you are already registered and would like to schedule an appointment you will need:

- Your preferred date, time and testing location

For additional testing resources, please visit the **Centers for Disease Control** and/or the **World Health Organization**.

BEGIN



Step 2

ID & Site Identification

This screen requires that the student or employee ID be entered. The student or employee ID must be entered exactly as it appears with any leading zeros or other digits/letters.

You will be prompted to select your site, which is the school you attend on a daily basis.

We use the student ID and employee ID to connect you to the correct testing location, which is your school!

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If you are completing this form on behalf of someone else, please be sure to enter the participant's information.

What is the Student ID / Employee ID?

Student ID / Employee ID

Please select the site you belong to:

Site

RETURN NEXT

Step 3

Date of Birth & Name

Please enter the information exactly as it appears in HISD records.

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If you are completing this form on behalf of someone else, please be sure to enter the participant's information.

What is the date of birth and full name of the person who will be tested?

Date of Birth (MM/DD/YYYY)

M M / D D / Y Y Y Y

First Name

Last Name

RETURN NEXT

Step 4

Email Address

Enter your preferred contact email address on this screen. Be sure to enter an email address that you have access to so that you can retrieve a link Fulgent will send to you. That link will allow you to complete the consenting process.

The email you will receive is time-sensitive. If you don't open your email and complete the link within three days of receipt, you'll need to start this process from the beginning (going back to Getting Started Screen).

Having trouble? Email backtoschool@fulgentgenetics.com or call us at 346-803-5828, Option 1.

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Please enter your preferred email address. A link will be sent to this address that you will use to complete the registration or schedule process.

Email

Confirm Email

RETURN NEXT



Step 5

Confirmation of Email Sent

You're now ready to provide additional information via a secure link that has been sent to the email address you provided.

Having trouble? Email backtoschool@fulgentgenetics.com or call us at 346-803-5828, Option 1.



Thanks! Please check your email for a link to complete your registration.

Thank you. We have sent an email to jtsai@fulgentgenetics.com for your next steps.

Step 6

Email Example

This is an example of what the email you'll receive will look like. When you click the orange button that says "FINISH YOUR REGISTRATION HERE", you'll be taken to a site where you can enter more information.

The email you will receive is time-sensitive. If you don't open your email and complete the link within 3 days of receipt, you'll need to start this process from the beginning (going back to the Getting Started Screen).

Didn't receive an email? Please search your spam/junk folder for an email from DoNotReply@fss.fulgentgenetics.com with the subject "Finish your registration with Fulgent Genetics."

Having trouble? Email backtoschool@fulgentgenetics.com or call us at 346-803-5828, Option 1.



Finish your registration with Fulgent Genetics

Hello!

Please click the link below to finish your registration for COVID-19 testing in Houston Independent School District (via Houston Health Department). Thank you for choosing Fulgent as your test provider.

This link will expire in **3 days**.
Please contact your site's administrator to request a new link.

FINISH YOUR REGISTRATION HERE

Step 7

Participant Details

We need to collect the details of the individual who will be tested.

Resident Type

Parents/guardians, please select "Student." You do not need to specify grade level.

Employees, please select "Staff."

Location

There is only one option — this is the school you attend daily.

Medical Record Number

Please skip this.

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If you are completing this form on behalf of someone else, please be sure to enter the participant's information.

Enter the requested information of the person who will be tested.

Please enter the requested information in the space below.

Resident Type
Please select one of the options.

Location
Please select one of the options.

First name

Last name

Medical Record Number (*Optional)
#

Student ID (*Optional)

Date of Birth (MM/DD/YYYY)

SAVE AND CONTINUE



Step 8

Your Address

Please provide your address. We need this information for record-keeping and reporting to public health agencies.

Step 9

Notification Method

You will receive two notifications associated with a test.

- ▶ **Notification 1:** At the time of sample collection.
- ▶ **Notification 2:** At the time of result availability.

Provide the method of communication you are most comfortable with. It is recommended that you provide both email address and phone number.

Email backtoschool@fulgentgenetics.com or call us at 346-803-5828, Option 1 if you ever have questions about accessing results at results.fulgentgenetics.com.

Step 10

Consent Agreement

Please read and agree to the consent statement. If you select "NO", you/your student will not be permitted to test.



Step 11

Vaccine Information - OPTIONAL

You may provide your vaccination information if you like. To do so, click “yes.”
To ignore this process and consent to testing only, click “no.”

The screenshot shows a web form titled "Do you want to add your vaccine information?" with the Fulgent logo. Below the title, it says "Please choose one of the following." There are two radio button options: "YES" and "NO". At the bottom, there are two buttons: "RETURN" and "SAVE AND CONTINUE".

... OR

Choose to add vaccine info ►►

Choose not to add vaccine info ►►



If you chose not to add vaccine information ▶▶

▶ Step 12

Confirm Your Information (No Vaccine Information Provided)

Please review and edit as necessary.
When ready, click “save modifications.”

 | 

Confirm Your Information

Please review and confirm that the information below is correct by clicking the "Save Modifications" button

RETURN

SAVE MODIFICATIONS

Edit

Resident Type

Location

Name

Date of Birth

Medical Record Number

Student ID

Edit

Phone Number

Preferred Access Method

Edit

Address Home Address

Save

Cancel

▶ Step 13

Vaccine Information - OPTIONAL

If you chose “Not Vaccinated-Seeking Accommodation” in the previous screen, you’ll be presented with this screen. Select the relevant option then click “save and continue.”

 | 

I intend to seek accommodation on the following grounds:

MEDICAL REASON

SINCERELY HELD RELIGIOUS BELIEF

RETURN

SAVE AND CONTINUE



If you chose to add vaccine information ▶▶



Step 12

Vaccine Information - OPTIONAL

If you chose to provide vaccine information, this is the first screen you will see. Select the relevant status and then click “save and continue.”

Step 13

Vaccine Information - OPTIONAL

If you chose “Vaccinated”, you will now enter your vaccine information for dose number one.

Step 14

Vaccine Information - OPTIONAL

If you chose “Vaccinated”, you will now enter your vaccine information for dose number two, if applicable.



If you chose to add vaccine information ▶▶

→ Step 15 → Step 16

Vaccine Information - OPTIONAL
If you chose "Vaccinated", you will now enter your vaccine information for dose number two, if applicable.

 

Please enter your vaccination information

Second Dose Vaccine Date

M M / D D / Y Y Y Y

Second Dose Vaccine Manufacturer

Second Dose Lot Number (if available)

RETURN

SAVE AND CONTINUE

Confirm Your Information (Vaccine Information Provided)
Please review and edit as necessary. When ready, click "save modifications."

Confirm Your Information

Please review and confirm that the information below is correct by clicking the "Save Modifications" button

RETURN

SAVE MODIFICATIONS

Edit

Resident Type

Location

Name

Date of Birth

Medical Record Number

Student ID

Edit

Phone Number

Preferred Access Method

Edit

Address Home Address

Edit

Vaccine Status

First Dose Vaccine Manufacturer

First Dose Vaccine Date

Second Dose Vaccine Manufacturer

Second Dose Vaccine Date

What to do if your information was not found ►►



Unfortunately, we were not able to locate your information in our system. Please try again, or contact your administrator to be added to the program roster.

Employee ID:

Site:

Date of Birth:

First Name:

Last Name:

START OVER

Info not found

We hope you don't see this screen, but if you do, please reach out to us via email at backtoschool@fulgentgenetics.com or phone at 346-803-5828, Option 1.