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.
**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!

**Step 3**

**Date of Birth & Name**
Please enter the information exactly as it appears in HISD records.

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

**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.
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.

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.

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.
Step 8

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

What is your address?
Please fill out all the sections below
Zip Code

Street Address
Street and number
Apartment, suite, unit, building, floor, etc
City
State

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 or 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.”

Choose to add vaccine info

OR

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."

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.”
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."

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**Step 13**
Vaccine Information - OPTIONAL
If you chose "Vaccinated", you will now enter your vaccine information for dose number one.

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**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

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

Step 16

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