COMPLETING THE UWI STUDENT ENTRANCE MEDICAL FORM ONLINE

1. Enter **Username**: student  
   **Password**: uwistudent1234

2. Select the button

3. On the identifier field enter your **UWI registration number** and hit the button on the right hand corner.

4. If your demographics does not come up proceed by clicking the button on the bottom left hand corner.

   *(If a profile with your information does come up, log out and proceed to the Health Services Unit to complete the process)*

5. Re-enter your UWI ID number together with the FirstName/Surname/DOB/Gender/Mobile/Email.

6. Hit if no information shows up, select button.

7. On the top left hand corner select the button.

8. Go to the Assessment Tab, hit the drop-down arrow select **STUDENT MEDICAL** and click .

9. Complete the relevant sections in the assessment, clicking to proceed within each section of the assessment.
10. For allergies, insert your allergy in the free text box, if you have none, leave it as ‘no known allergy’. Hit the Save button, then move on to the next section by clicking on on the top row of icons.

11. Proceed by filling in the completed vaccinations.

12. Then select Next and go on to fill out the recommended vaccines if you have had any.

13. Next is the TB screening section, which you will skip by selecting Next once you do NOT belong to the Medical Sciences faculty

14. To end the session, select the END button at the top right hand corner, then select the button on the page that follows

15. Once the assessment is completed select the icon on the top row.

16. On the top left hand corner under letter type on the dropdown select ENTRANCE MEDICAL LETTER and click on New.

17. Scroll all the way down to the right hand side and select Create With Approval.

18. Under the 2nd view column select the icon.

19. When the letter opens up proceed to right click and print. Bring in this printed form ALONG WITH YOUR IMMUNIZATION card to the Health Services Unit to complete the process