

# Instrucciones para *MyUHS*

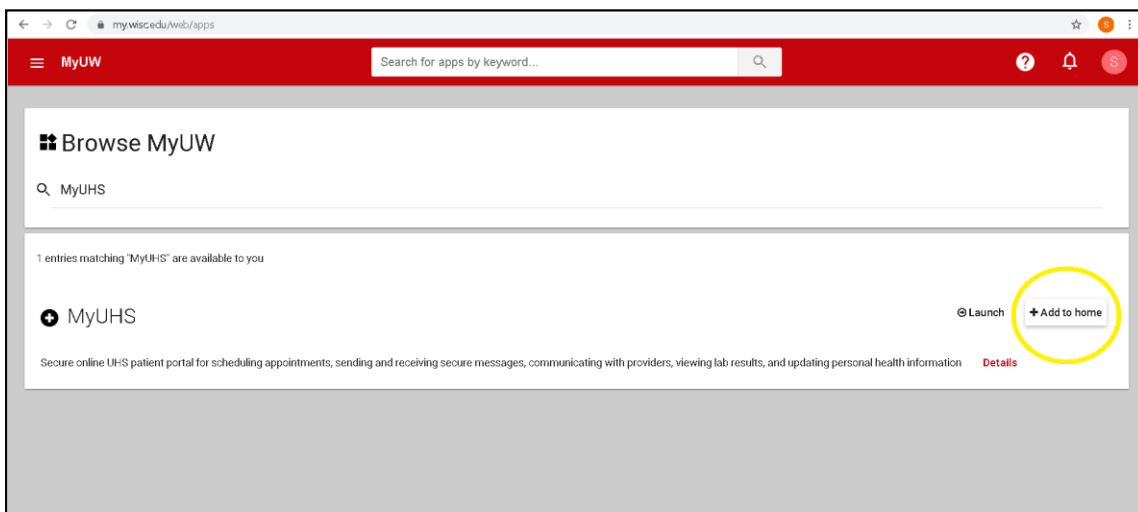
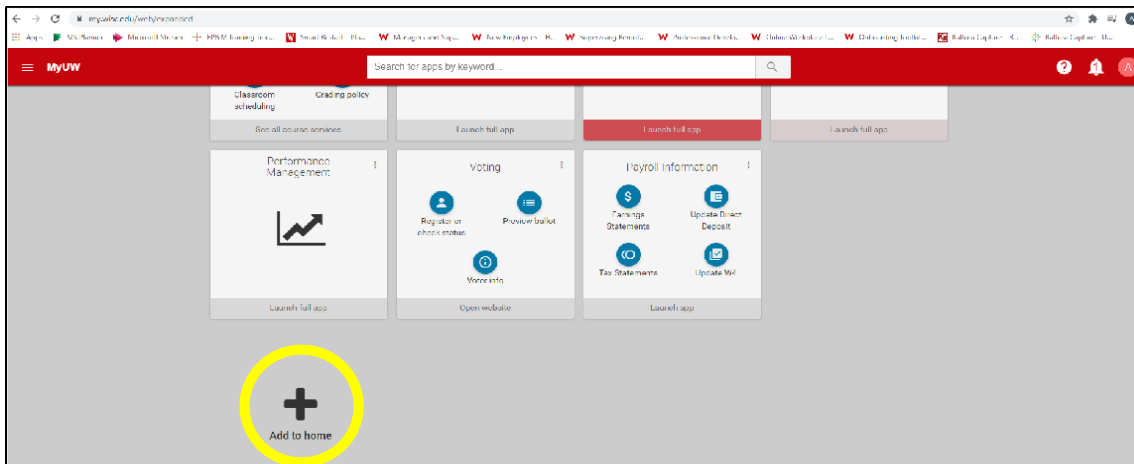
Si necesita ayuda en su idioma, comuníquese con Servicios Lingüísticos y Culturales  
(*Cultural Linguistic Services*)

<p>Español / Spanish 608-265-0838 solanabel.rodriguez@wisc.edu</p>	<p>Español / Spanish 608-265-1489 joel.mortensen@wisc.edu</p>	<p>Hmoob / Hmong 608-263-2217 jzong.thao@wisc.edu</p>
<p>ལྷོ་ཡུལ་ / Tibetan 608-890-2545 yangbum.gyal@wisc.edu</p>	<p>中文 / Chinese 608-890-2628 shuwen.li@wisc.edu</p>	<p>नेपाली / Nepali 608-262-7521 parwat.regmi@wisc.edu</p>

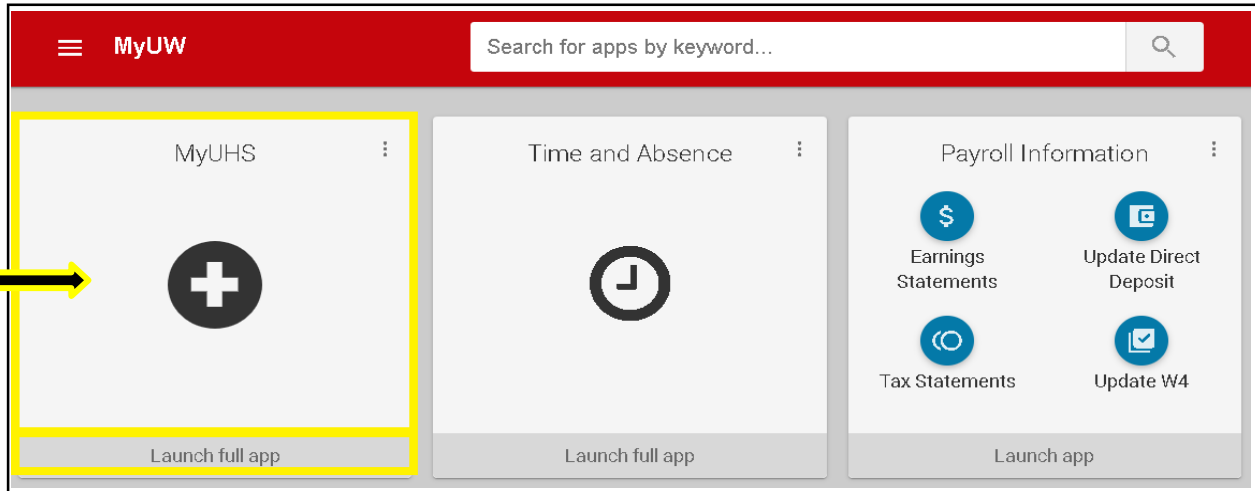
**Ingrese a (Logging in to) UHS**

Acceda a (Log in to) *MyUW* en <https://my.wisc.edu>

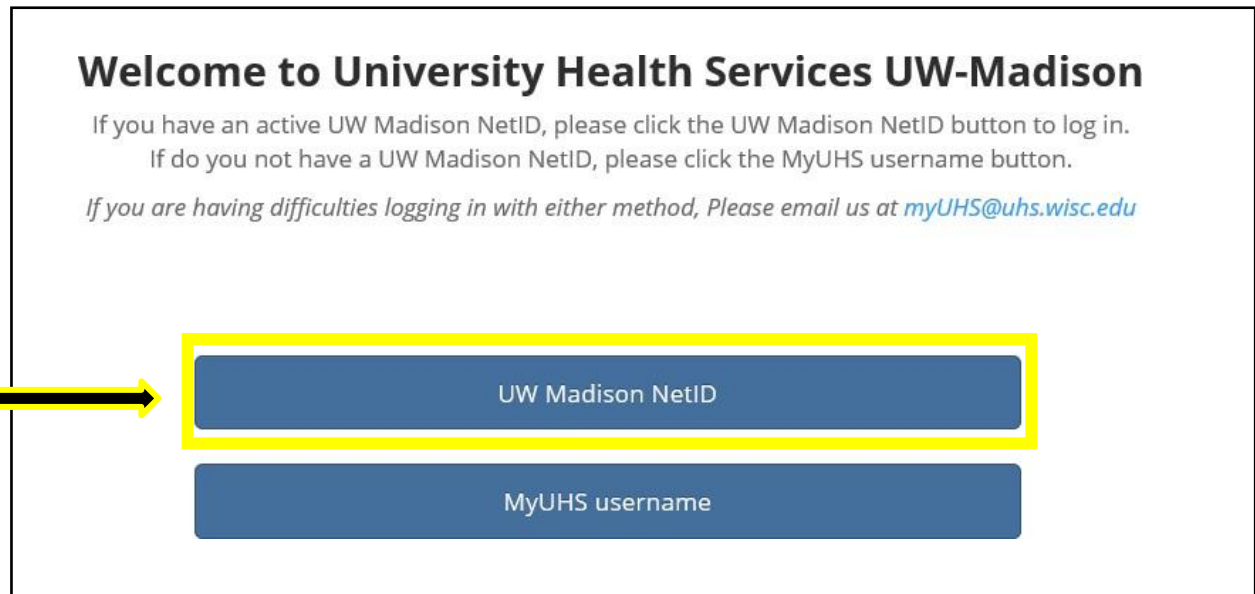
Añada (+ add) *MyUHS* a su *MyUW*



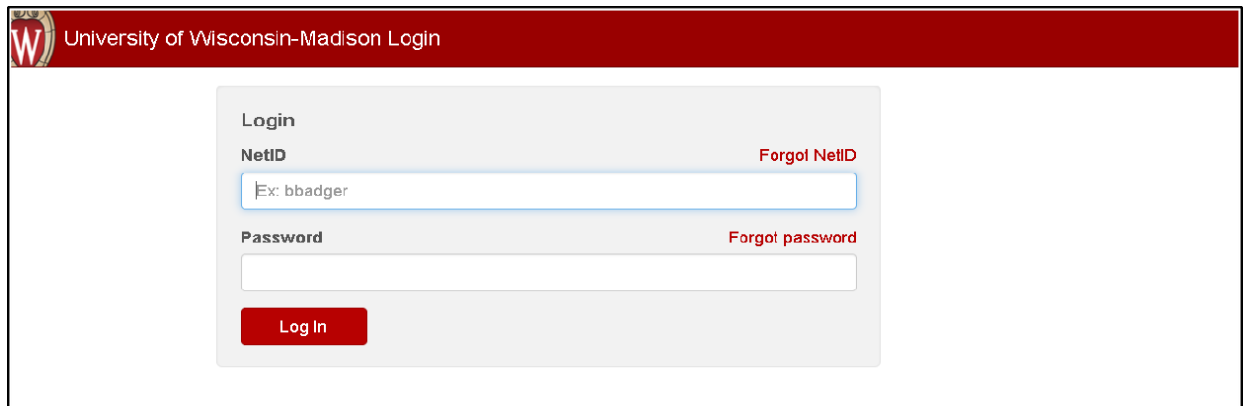
## Abra (Open) su MyUHS



The screenshot shows the MyUW dashboard interface. At the top, there is a red header with the MyUW logo and a search bar. Below the header, there are three main sections: MyUHS, Time and Absence, and Payroll Information. The MyUHS section is highlighted with a yellow border and a yellow arrow pointing to a large plus sign icon. Below the icon is a button labeled "Launch full app". The Time and Absence section has a clock icon and a "Launch full app" button. The Payroll Information section contains four sub-sections: Earnings Statements, Update Direct Deposit, Tax Statements, and Update W4, each with a corresponding icon and a "Launch app" button.



The screenshot shows the "Welcome to University Health Services UW-Madison" login page. The page features a heading, instructions for logging in with a NetID or MyUHS username, and a contact email address. Below the text are two large blue buttons: "UW Madison NetID" and "MyUHS username". The "UW Madison NetID" button is highlighted with a yellow box and a yellow arrow pointing to it.



The screenshot shows the "University of Wisconsin-Madison Login" page. It features a red header with the university logo and name. Below the header is a login form with the following fields and buttons:

- Login** section header
- NetID** field with a placeholder "Ex: bbadger" and a "Forgot NetID" link.
- Password** field with a "Forgot password" link.
- Log In** button.

## Confirme su identidad con su fecha de nacimiento (*Confirm your identity with your date of birth*)

Welcome back! To confirm your identity, you must provide the following additional personal information:

Please confirm your Date of Birth

Proceed Cancel

Revise y actualice su perfil:

- ✓ Verifique la fecha de nacimiento (*date of birth*)
- ✓ Chequee su dirección de correo electrónico (*email address*)
- ✓ Compruebe el número de teléfono celular (*mobile phone number*)
- ✓ Active los avisos por mensajes de texto (*text alerts*)

Automáticamente y de manera segura, usted recibirá mensajes de *UHS* cuando el resultado de la prueba esté listo.

Home

Profile

Appointments

Groups/Workshops

Handouts

Messages

Letters

Forms

Survey Forms

Account Statements

UHS Health Record

Immunizations

Log Out

Profile for **SU NOMBRE /YOUR NAME**

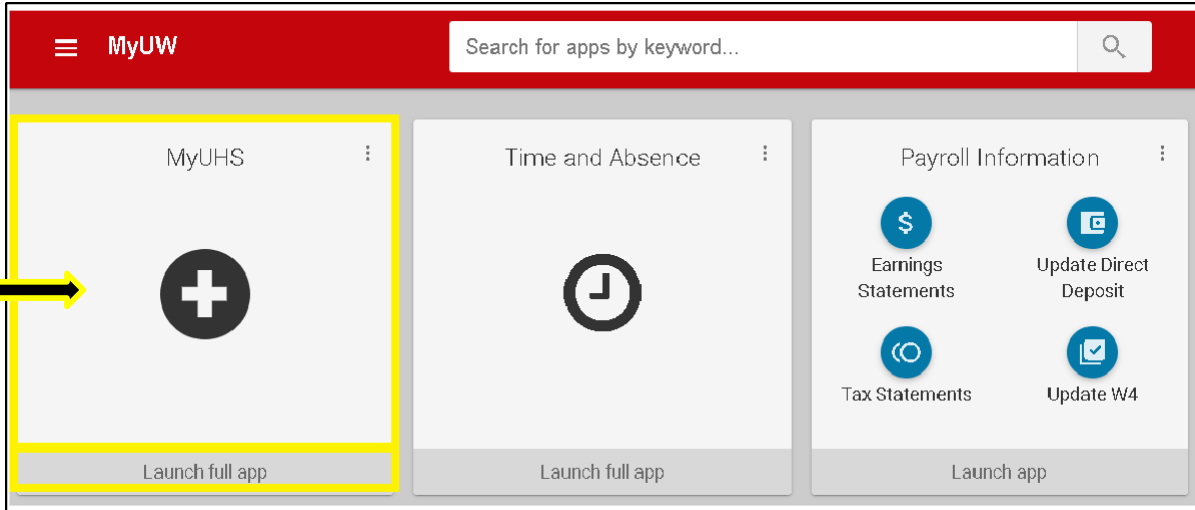
Date of Birth:	<b>YOUR DATE OF BIRTH</b>	<input type="text"/>	<input type="button" value="Edit"/>
Email Address:	<b>YOUR EMAIL</b>	<input type="text"/>	<input type="button" value="Edit"/>
Preferred Name:	<b>YOUR NAME</b>	<input type="text"/>	<input type="button" value="Edit"/>
Gender Identity:		<input type="text"/>	<input type="button" value="Edit"/>
Pronouns:		<input type="text"/>	<input type="button" value="Edit"/>
Local Phone:	(none)	<input type="text"/>	<input type="button" value="Edit"/>
Mobile Phone:	<b>YOUR MOBILE NUMBER</b>	<input type="text"/>	<input type="button" value="Edit"/>
Text Messaging:	Enabled	<input type="checkbox"/>	<input type="button" value="Edit"/>
Mobile Phone Carrier:	<b>YOUR MOBILE CARRIER</b>	<input type="text"/>	<input type="button" value="Edit"/>
Local Address:	(none)	<input type="text"/>	<input type="button" value="Edit"/>
Preferred Communication Method:	None	<input type="text"/>	<input type="button" value="Edit"/>

**Por su privacidad y seguridad, ¡Asegúrese de cerrar la sesión (log out) en UHS cuando haya terminado!**

The screenshot shows the MyUHS interface for the University of Wisconsin-Madison. At the top, there is a red header with the UHS logo and the text "University of Wisconsin-Madison MyUHS". On the right side of the header, there is a box containing "YOUR NAME". Below the header, on the left, is a vertical navigation menu with items: Home (highlighted in blue), Profile, Appointments, Groups/Workshops, Handouts, Messages, Letters, Forms, Survey Forms, Account Statements, UHS Health Record, and Immunizations. At the bottom of this menu is a "Log Out" button with a right-pointing arrow. The main content area on the right is titled "Home for SU NOMBRE/YOUR NAME" (where "SU NOMBRE/YOUR NAME" is enclosed in a box). Below the title, it says "You last logged in: 7/31/2020 10:00 AM" with a "Log Out" button. Below that, it says "Your quarantine status is: N/A" with a "Show" button. There is a section titled "Conditions of Use" followed by "Welcome to MyUHS". A yellow highlight is under the text "you must either log out of MyUHS or close your browser when finished in MyUHS". The text continues: "Simply closing the MyUHS tab will NOT log you out. Failure to do so may result in others being able to view your information. Please click on 'Conditions of Use' above for further instructions on using MyUHS." At the bottom of the main content area, it says "[Version: 12.11.4893]".

## Para hacer una cita y ver los resultados (*Scheduling an Appointment & Reviewing Test Results*)

Ingrese a (Log in) MyUW en <https://my.wisc.edu/> y abra (open) MyUHS



The screenshot shows the MyUW dashboard with a red header. A search bar is at the top right. Below the header, there are three main sections: MyUHS, Time and Absence, and Payroll Information. The MyUHS section is highlighted with a yellow border and contains a large black circle with a white plus sign. A yellow arrow points to this icon. Below the icon is a 'Launch full app' button. The Time and Absence section has a clock icon and a 'Launch full app' button. The Payroll Information section has four icons: Earnings Statements, Update Direct Deposit, Tax Statements, and Update W4, with a 'Launch app' button at the bottom.

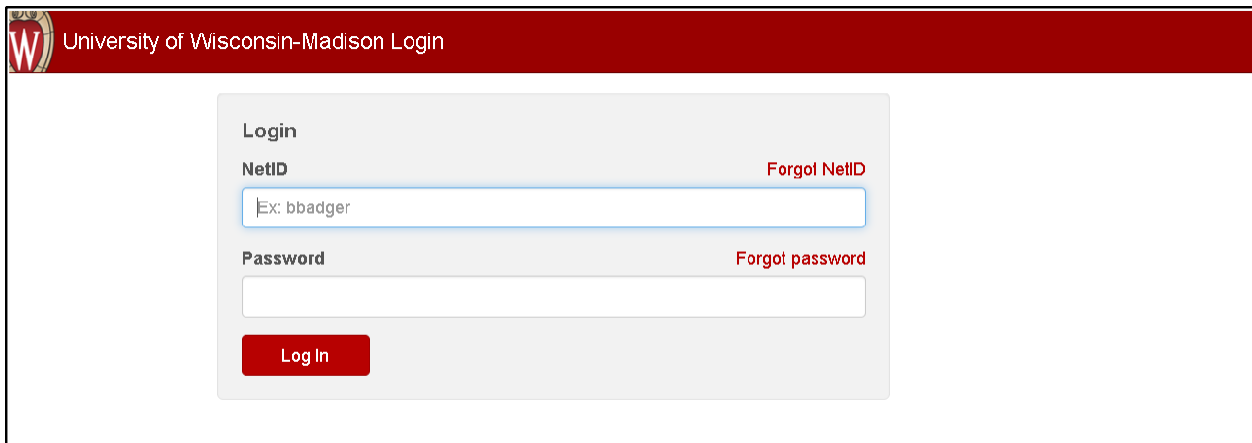
## Welcome to University Health Services UW-Madison

If you have an active UW Madison NetID, please click the UW Madison NetID button to log in.  
If do you not have a UW Madison NetID, please click the MyUHS username button.

*If you are having difficulties logging in with either method, Please email us at [myUHS@uhs.wisc.edu](mailto:myUHS@uhs.wisc.edu)*

UW Madison NetID

MyUHS username



The screenshot shows the University of Wisconsin-Madison Login page. The header is red with the University of Wisconsin-Madison logo and the text 'University of Wisconsin-Madison Login'. Below the header is a login form with the following fields and buttons:

- Login** section:
- NetID** field: A text input field with the placeholder text 'Ex: bbadger'. To the right of the field is a red link that says 'Forgot NetID'.
- Password** field: A text input field with a red link that says 'Forgot password' to its right.
- Log In** button: A red button with white text.

Confirme su identidad con su fecha de nacimiento (*Confirm your identity with your date of birth*)

MyUW Welcome Back  
myuhs.uhs.wisc.edu/confirm.aspx

UHS University Health Services  
UNIVERSITY OF WISCONSIN-MADISON University of Wisconsin-Madison MyUHS

Welcome back! To confirm your identity, you must provide the following additional personal information:

Please confirm your Date of Birth:

Proceed Cancel

**Antes de hacer la cita para la prueba de COVID, vaya al enlace de formularios: “Forms”** para revisar, completar y firmar el Formulario de autorización e información de UHS (*UHS Information and Consent Form*)

Click on the blue link(s) below to access the form(s). Once submitted the form will be marked "Completed".

Form Name	Status
<a href="#">UHS Information and Consent Form</a>	Not Yet Complete: Please provide the requested information with special attention to the required fields.
OCCUPATIONAL MEDICINE: 1. Privacy Notice and Consent to Treat	Not Yet Complete: Please provide the requested information with special attention to the required fields.
OCCUPATIONAL MEDICINE: 2. Authorization for Release of Occupational Health Records	Not Yet Complete: Please provide the requested information with special attention to the required fields.
MHS Couples Consent	Not Yet Complete: Please provide the requested information with special attention to the

Luego de haber revisado y completado el formulario, haga clic en la cajilla donde dice: yo autorizo (“I consent”) al final de cada formulario. Ponga su nombre, la fecha actual, la fecha de nacimiento y haga clic para el envío final (**Submit Final**)

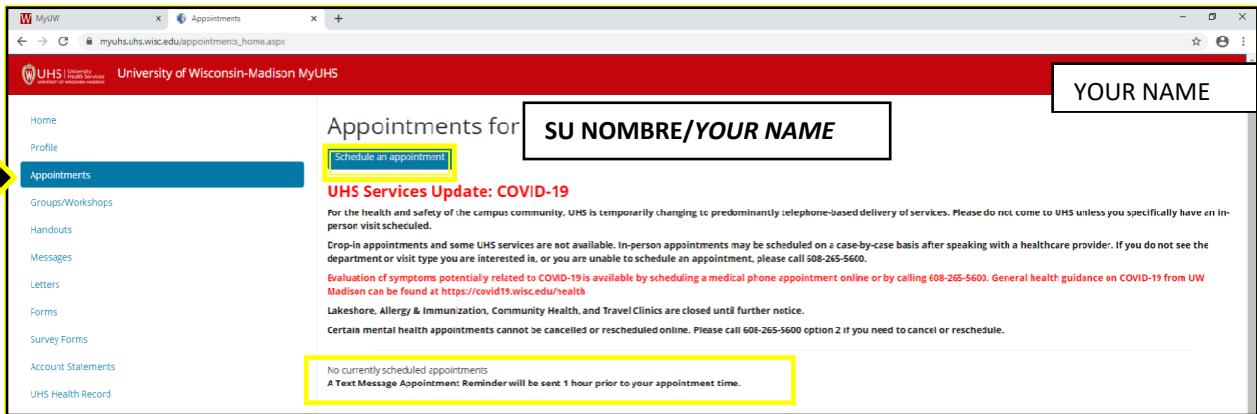
Appointments  
Groups/Workshops  
Handouts  
Messages  
Letters  
**Forms**  
Surveys  
Account Statements  
UHS Health Record  
Immunizations

**Type in your name below:**  
\*\* Electronically signed by:  
  
\*\* Date signed:  
  
\*\* Date of birth:  
  
Updated 8-4-2020

**Submit Final** Click here to submit the final content of the form  
(You cannot change items after the form has been submitted.)

Cancel Click here to cancel entering the form  
(Currently entered changes will not be saved.)

## Programa el horario para la cita (*Schedule an appointment time*)



Su cita será confirmada aquí. Si estuviera de vacaciones o si no estará en el lugar de trabajo en la fecha programada para la cita, debe cancelarla.



Los empleados deberán mostrar el Código QR (“QR Code”) en cada cita. Este código QR ligará/conectará su cuenta de MyUHS con su resultado en las pruebas.

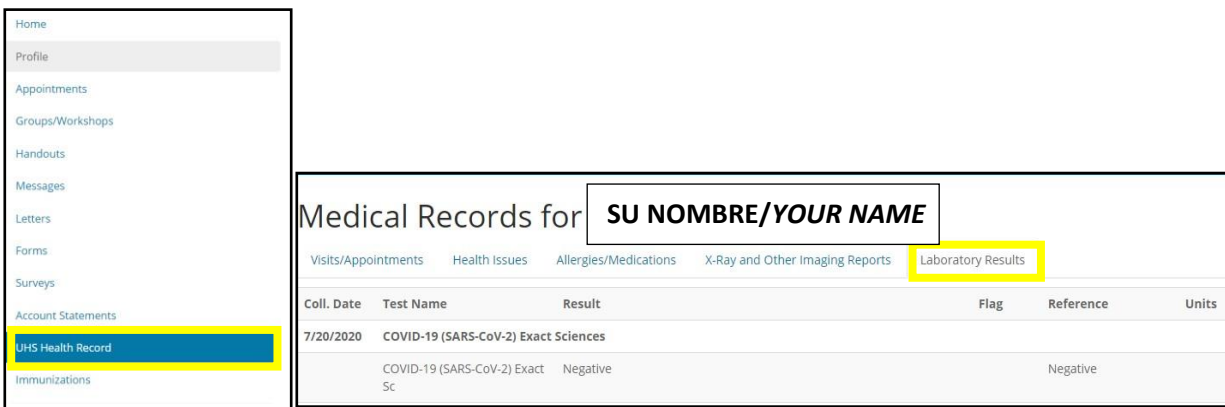
- Planifique llevar su teléfono inteligente a la cita para poder acceder y mostrar el código QR en MyUHS bajo Home (página principal) o *Appointments* (cita), **Q**...
- Imprima el código QR de MyUHS antes de ir a la cita y llévelo consigo.
- Cada cita tendrá un código QR diferente por tanto si piensa imprimirlo, tendrá que hacerlo antes de acudir a cada cita.

En la página principal (Home) es donde usted encontrará el Código QR (QR Code) [y también bajo citas (Appointments)]



Después de 24 a 48 horas de haberse hecho la prueba, a usted se le notificará (mediante un texto o correo electrónico) que el resultado de la prueba está disponible.

Cuando reciba un aviso seguro de que el resultado de la prueba ya está listo, vuelva a ingresar (log back) a **MyUW** y abra (open) **MyUHS** para poder verlo:



**SI SU PRUEBA DA NEGATIVA:**

***Y usted no ha tenido síntomas en las últimas 72 horas, no tiene que hacer nada.***

**SI SU PRUEBA RESULTA POSITIVA:**

***No acuda al trabajo.***

***Si recibe el resultado de la prueba cuando esté en el trabajo, váyase a casa.***

Siga el procedimiento de su unidad de trabajo para reportar una ausencia **Y** notifique a Recursos Humanos de su departamento específico.