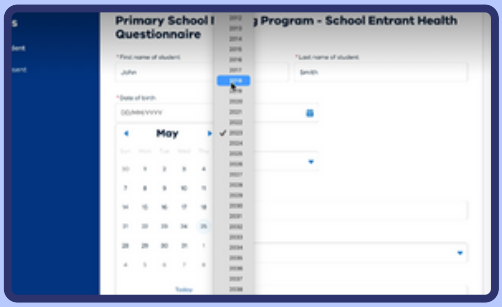
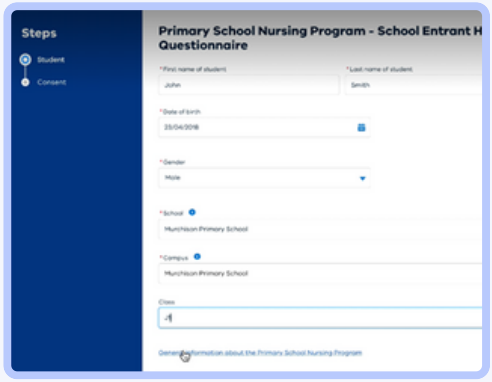
How to complete the School Entrant Health Questionnaire.

'Register as a user'.

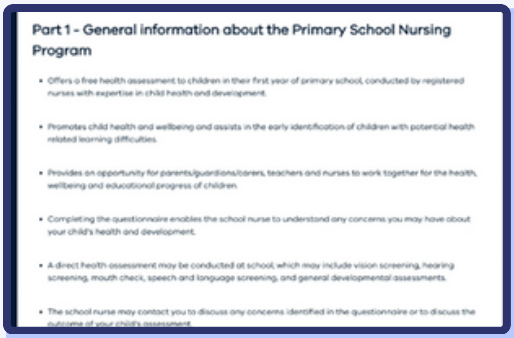
- Follow the steps outlined in the **'Steps to register as a parent/carer to complete the School Entrant Health Questionnaire'** guide if you need assistance with this step.
- Once registered you will be directed to this page. You can return to this page as needed, work on a health questionnaire you have saved but not submitted or to view your submitted health questionnaire.
- When you are ready to complete a health questionnaire, press **START**



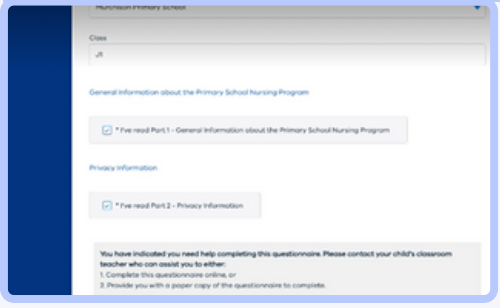
Enter the details as requested. The first page is all about your child.



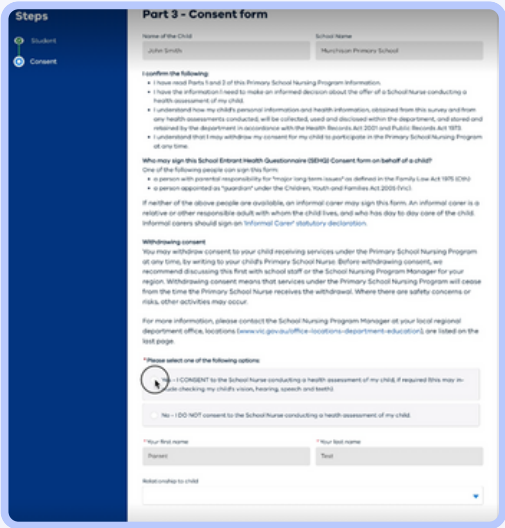
- You will be asked to enter **your child's school** and **campus.** If your school does not have multiple campuses, then please enter both fields with the school name.
- Type the first few letters and allow the school name/campus name to show up. Select school. Follow the same steps for campus. Select campus.
- Select the class your child is in.



There are two pieces of information on this page for you to read.
1) General information about the Primary School Nursing Program and
2) Privacy Information.



Once you have read the information, mark the boxes provided

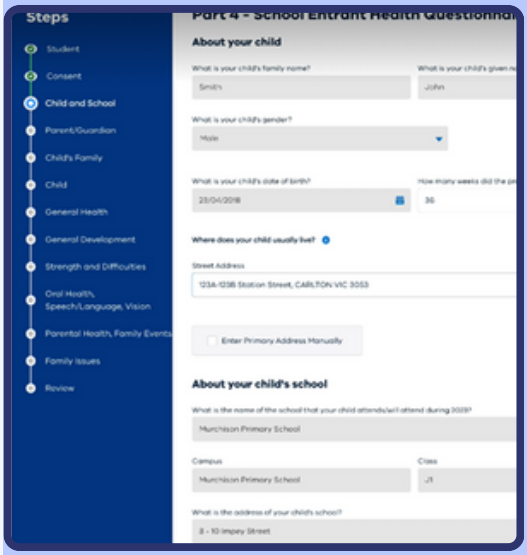


Read and complete the **CONSENT** form. You have three options

1) Yes consent

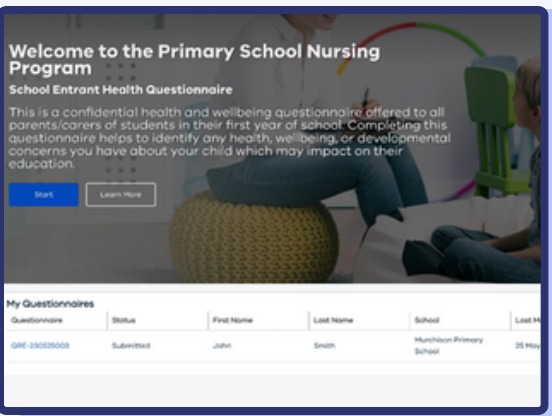
2) No consent but complete the form

3) No consent, do not complete the form and submit your response



- Continue working through the health questionnaire.
- Only questions marked with a * are mandatory fields.
- You may choose to respond or not respond to other questions.

- Once you have completed every section you will be taken to a review page where you can **REVIEW** your answers and **EDIT** any sections you want to change
- Once you are have reviewed your responses and are happy with your answers, press **SUBMIT**



- ·If you would like to review your answers, please click on the Questionnaire number.
- ·If you have started and saved a health questionnaire you will also locate it here with a status of **DRAFT**
- ·If you click on the questionnaire number for a health questionnaire in **DRAFT** status you will be able to continue to complete that questionnaire.