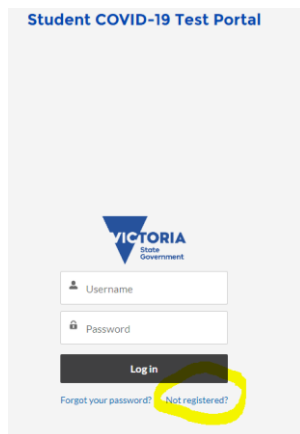


Student COVID Test Portal User Guide

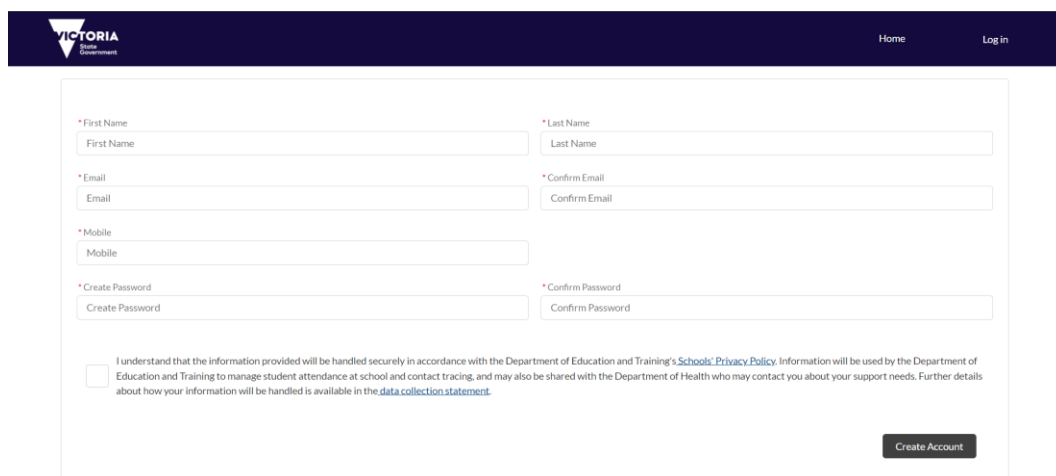
In the event your child receives a POSITIVE result to COVID19, please follow these steps to register and complete the online process

Registration Process:

1. Go to <https://covidtest.educationapps.vic.gov.au> and click “Not Registered?”



- 2.
3. Complete all required fields on the form to create your account.

The image shows the registration form on the Student COVID-19 Test Portal. The form is set against a dark blue header with the Victoria State Government logo and "Home" and "Log in" links. The registration form itself is white and contains several input fields: "First Name", "Last Name", "Email", "Confirm Email", "Mobile", "Create Password", and "Confirm Password". Each field has a red asterisk indicating it is required. Below the fields is a checkbox for terms and conditions, with a small text block explaining that information will be handled securely and used for student attendance management and contact tracing. A "Create Account" button is located at the bottom right of the form.

* First Name
Thomas

* Last Name
Brown

* Email
tbrown@email.com

* Confirm Email
tbrown@email.com

* Mobile
0400001234

* Create Password

* Confirm Password

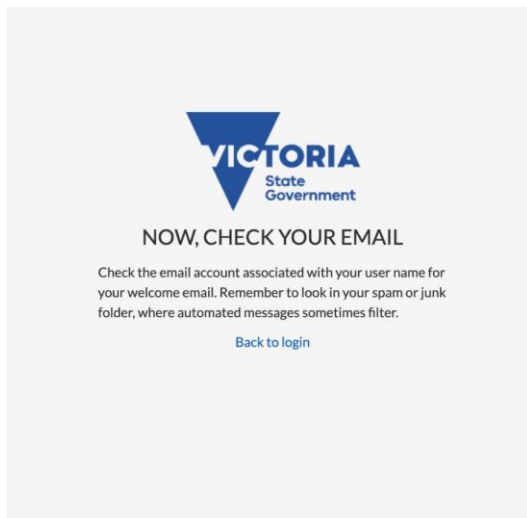
I understand that the information provided will be handled securely in accordance with the Department of Education and Training's [Schools' Privacy Policy](#). Information will be used by the Department of Education and Training to manage student attendance at school and contact tracing, and may also be shared with the Department of Health who may contact you about your support needs. Further details about how your information will be handled is available in the [data collection statement](#).

Create Account



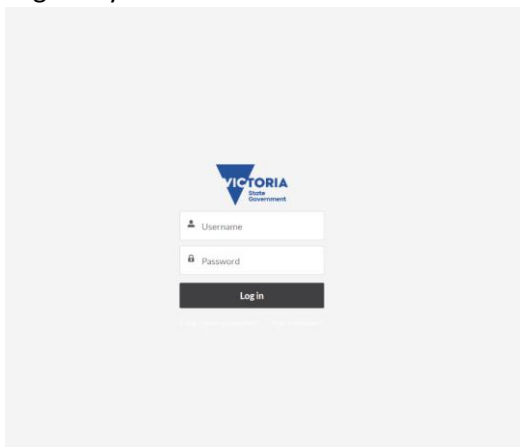
The Victorian Government acknowledges Aboriginal Traditional Owners of Country throughout Victoria and pays respect to their cultures and Elders past, present and emerging.

4. After successfully submitting your details, a screen will appear directing you to check your email for further instructions on activating your account.




Adding a child to your account

Log into your COVID Test Portal account with your email and password




1. You will be presented with your COVID Test Portal landing page. To add a new child to your account, click on the 'Add new child' button on the page

Hello Thomas Brown




 **Add details of another child**





Add new child

2. Complete all the fields within the pop-up that appears.

 **Enter child details**

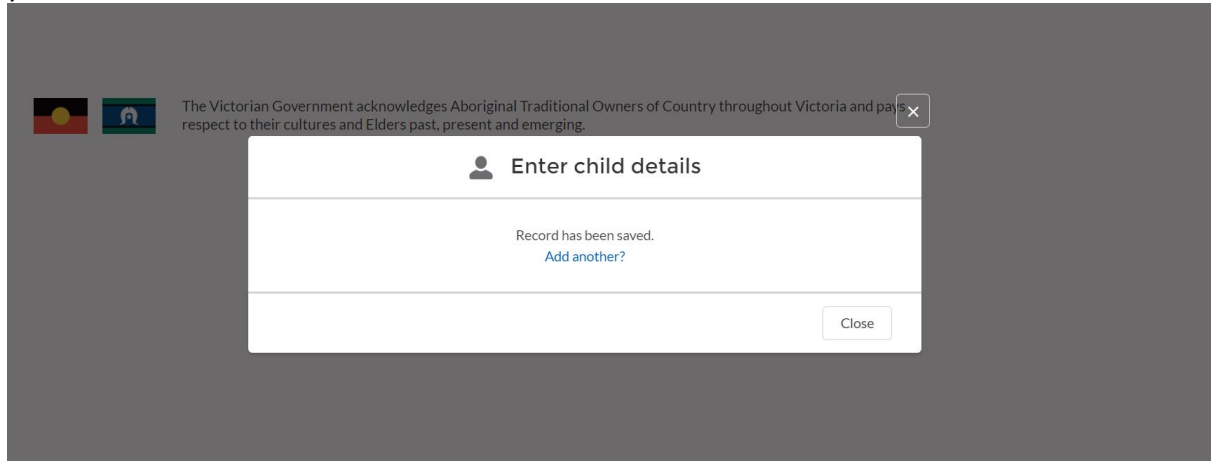
*** Child's Last Name**

*** Child's Date of Birth**
 
*** Relationship to child**
 
*** Child's School**
 

 Avenues Education School • MOORABBIN
 Bayside Special Developmental School School • MOORABBIN
 **Moorabbin** Primary School School • MOORABBIN
 Southmoor Primary School School • MOORABBIN

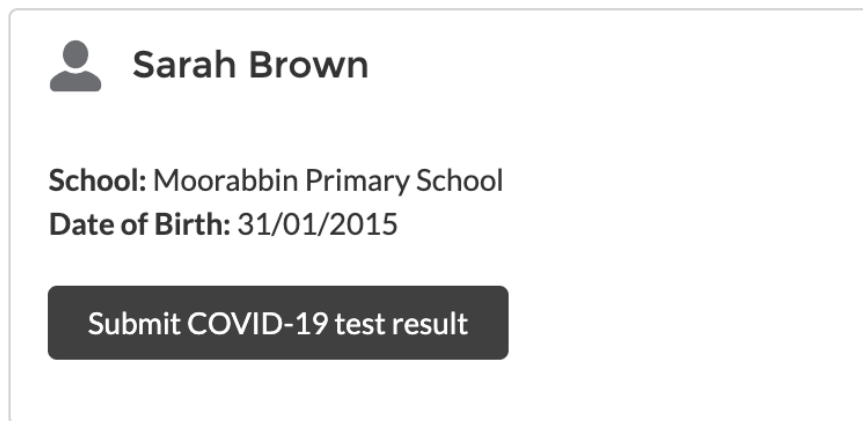
3. Upon adding a child to your account, you will receive confirmation that the record has been saved. At this point you can close the pop-up that appears or add another child to

your account



Submitting a test result

1. From your account landing page, click on the 'Submit COVID-19 test result' button for the child who has been tested.




2. A popup will appear with fields to complete.

 Submit COVID-19 test result

School and Student Details



* Select your School
Moorabbin Primary School




* Student First Name Sarah
* Student Surname Brown

* Date of Birth 31 Jan 2015 

* Parent / Guardian / Test Administrator Name Thomas Brown
* Parent / Guardian / Test Administrator Email tbrown@email.com

* Parent / Guardian / Test Administrator Mobile 0400001234

* Type of Test RAT 
* Date of Test 4 Jan 2022 

* Test Result Positive 
Attach a copy of Test Result (optional)
 



Please complete this form to notify your school of your child's Rapid Antigen Test result conducted at home.

If your child has a positive result, please keep them home from school and ensure you use this form to notify your school of the positive result. More information is also available at [Checklist for COVID cases | Coronavirus Victoria](#).

If your child receives an invalid test result, please repeat the test. If your child receives a second invalid test result, please keep them home from school and take them to your local testing site for a PCR test. [Where to get tested for COVID-19 | Coronavirus Victoria](#).

I understand that the information provided will be handled securely in accordance with the Department of Education and Training's [Schools' Privacy Policy](#). Information will be used by the Department of Education and Training to manage student attendance at school and contact tracing, and may also be shared with the Department of Health who may contact you about your support needs. Further details about how your information will be handled is available in the [data collection statement](#)

Close

- Following successful completion of the form, a popup will appear with some additional information and confirmation that the test result has been entered into the system

We thank you in advance for your cooperation in logging the POSITIVE test result.