

# Guide to Required Winter 2021 COVID-19 Testing

As part of Oakland University's ongoing efforts to ensure the safety of our residents, free COVID-19 testing will be provided to all students who plan to live on campus during the winter semester. Tests will be administered by professional healthcare workers from the Beaumont Health healthcare system on the campus of Oakland University. **Please note that completion of a COVID-19 test is required to live on campus for the winter 2021 semester.**

This guide will walk you through the process of scheduling your COVID-19 test, and creating a **myBeaumontChart** account. It will also provide details on how to prepare for your appointment, what to expect when you arrive, and how to access your test results.

Students are encouraged to schedule a test appointment **as soon as possible** in order to ensure a smooth transition into the winter semester.

## Available testing dates and times

- January 6 (9 a.m.-4 p.m.)
- January 7 (9 a.m.-4 p.m.)
- January 8 (9 a.m.-4 p.m.)
- January 11 (9 a.m.-5 p.m.)
- January 12 (9 a.m.-5 p.m.)
- January 19 (8:30 a.m.-4 p.m.)
- January 20 (8:30 a.m.-4 p.m.)
- January 21 (8:30 a.m.-4 p.m.)

## Scheduling an appointment

You will receive a unique link to access the scheduling system via your oakland.edu email. This link should not be posted publicly, or shared with others. *If you lose the original email containing the link, please message **housing@oakland.edu** to request the link.*

- To schedule your appointment, please follow the steps shared below.
  - Click on the provided link using either your computer or smartphone.
  - The link will take you to a landing page that lists all available test appointment dates and times.
  - Click on your preferred date and time for your test.
  - After you have selected your preferred date and time, a new screen will appear.
  - You will see your chosen appointment date and time at the top of the screen.
  - To change your appointment to a different date or time, click the **Back** button at the bottom of the screen. This will take you back to the first screen, and you will be able to choose a different date and time.

- Once you have chosen your preferred date and time for your test, you will need to enter the **Reason for Visit** in the provided text box. Enter **COVID-19 Viral Swab Test** then click **Continue**.
- The next screen that appears will provide you with two options:
  - If you were already tested by Beaumont this past fall, and have an existing **myBeaumont Chart** account:
    - Click **Log In**.
    - You will be prompted to sign in with your username and password.
    - If you have forgotten your username or password, follow the links underneath the **Sign In** button for assistance.
    - Once you have logged into **myBeaumontChart**, the appointment confirmation will display on the screen, and will show the date, time, and location of your test appointment.
    - An email confirmation for your appointment will be sent to the email associated with your **myBeaumontChart** account.
  - If you were tested this past fall but did not create a **myBeaumontChart** account at that time, **or** have not been previously tested by Beaumont and have not yet created an account:
    - Click on **Continue as a Guest**, then click **Continue**.
    - Complete the fields on the screen, all of which are required, then click **Next**.\*
    - The insurance information that is requested on the following page is NOT required, and you may click **Next** to skip this page. Oakland University is covering the cost of on-campus testing for residential students.
    - On the next page, complete the verification check by checking the box to the left of the **I am not a robot** statement.
    - Click **Schedule It!** to schedule your appointment.
    - Your appointment confirmation will display on the screen, and will show the date, time, and location of your test appointment.
    - An email notification will be sent to the provided email address, along with a link to sign up for a **myBeaumontchart** account.
    - **Please note that you MUST create a myBeaumontChart account if you would like to be able to reschedule or cancel appointments, or access your test results when they are ready.**
    - If you have problems creating your **myBeaumontChart** account, or do not receive an email notification containing a link to sign up for an account, please visit Beaumont's online help center at **beaumont.org/my-beaumont-chart**, email **best@beaumont.org**, or call (248) 597-2727.

*\*If you are an international student who does not have a social security number, please enter 999-99-9999 in the field requesting that information.*

## Rescheduling an appointment

- If you need to reschedule your appointment, and have created a **myBeaumontChart** account, please visit **mybeaumontchart.com**, and follow the steps shared below.
  - Enter your username and password, and click **Sign in**.
  - Click the **Visits** icon at the top of the page.
  - Select **Appointments and Visits** from the dropdown menu.
  - Click on the appointment details for your scheduled COVID-19 test.
  - On the next screen, click **Reschedule Appointment**.
  - On the next screen, select a new date and time for your appointment.
  - On the next screen, enter a comment about why your appointment needs to be rescheduled, if desired. This is not required.
  - Click the **Schedule** button at the bottom of the page to save your new appointment.
- If you need to reschedule your appointment, but did NOT create a **myBeaumontChart** account, please email **best@beaumont.org** for assistance.

## Cancelling an appointment

- If you need to cancel your appointment, and have created a **myBeaumontChart** account, please visit **mybeaumontchart.com**, and follow the steps shared below.
  - Enter your username and password, and click **Sign in**.
  - Click the **Visits** icon at the top of the page.
  - Select **Appointments and Visits** from the drop down menu.
  - Click on the appointment details for your scheduled COVID-19 test.
  - Click on **Cancel Appointment**.
  - On the next screen, enter a comment about why your appointment needs to be cancelled, if desired. This is not required.
  - Click **Confirm Cancellation** to complete the process.
- If you need to cancel your appointment, but did NOT create a **myBeaumontChart** account, please email **best@beaumont.org** for assistance.
- **Please remember that completion of a COVID-19 test is required to live on campus for the winter 2021 semester. If you cancel your appointment, please be sure to make another.**

## How to prepare for your appointment

- **Please print out and complete the following three forms** prior to your appointment. Links to each form are available at **oakland.edu/housing/covid-19**, under the **Testing** tab.
  - Student Authorization and Waiver
  - FERPA Consent Form

- Beaumont HIPAA Authorization
- **Please bring the completed forms, and your driver's license or state identification card,** to your scheduled appointment.
- **If you are under the age of 18,** a parent must be present for your test appointment.
- **Please complete the Student Daily Health Screening form the morning of your appointment.** You can access the Daily Health Screening form through MySAIL, and at [oakland.edu/return-to-campus/daily-screening-forms](http://oakland.edu/return-to-campus/daily-screening-forms). If you do not pass the Daily Health Screening on the day of your appointment, please contact the Graham Health Center for further instructions at (248) 370-2341. Do not attend your testing appointment without permission from the GHC.

## What to expect at your appointment

- Testing on January 6, 7, 8, 11 and 12 will take place in the Recreation Center on the campus of Oakland University. Please be sure to enter the Recreation Center through the main entrance on testing day.
- Testing on January 19, 20, and 21 will take place in the Graham Health Center on the campus of Oakland University.
- You will receive a temperature check, and will be required to show that you have passed the Daily Health Screening, upon arriving at the Recreation Center.
- The type of test that will be utilized is the nasopharyngeal swab specimen collection test. During this type of COVID-19 test, a swab will be inserted into each nostril, and rotated several times to ensure enough material is collected. The swab is then inserted into a container and sent to a lab for testing.
- Due to high demand, results will be available approximately 3-5 days after testing.

## Receiving your test results

- In order to receive your test results, you must have a **myBeaumontChart** account. If you have created a **myBeaumontChart account**, you will receive an email notification when your test results are available for viewing.
- You may access your test results either by clicking on the provided link in the email, or visiting [mybeaumontchart.com](http://mybeaumontchart.com). To access your results, please follow the steps shared below.
  - Enter your username and password.
  - Click the **Health** icon at the top of the page.

- Select **Test Results** from the dropdown menu.
- Click on your testing details for a full report of your results.
  
- If you choose not to create a *myBeaumontChart* account, you will not be able to access your test results through **Beaumont Hospital**. Those without *myBeaumontChart* accounts will be notified by the Graham Health Center if their test results are positive within five days following testing. If their test results are negative, they will receive no notification.
  
- Test results for all residents will automatically be shared with Oakland University's Graham Health Center when they are ready. If your test results are positive, a member of Graham Health Center staff will reach out to you via phone to discuss next steps.