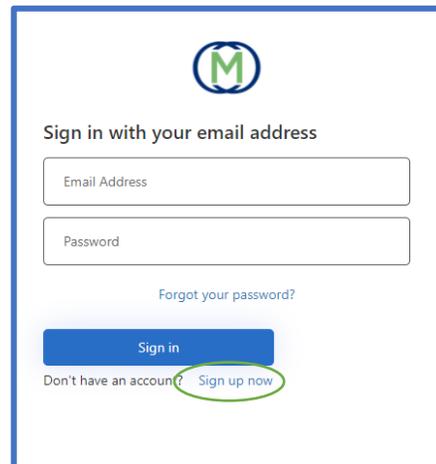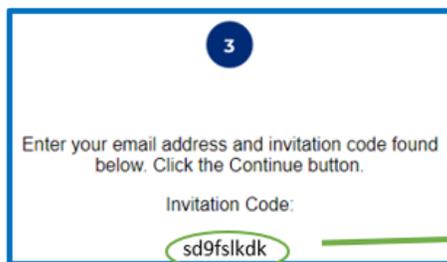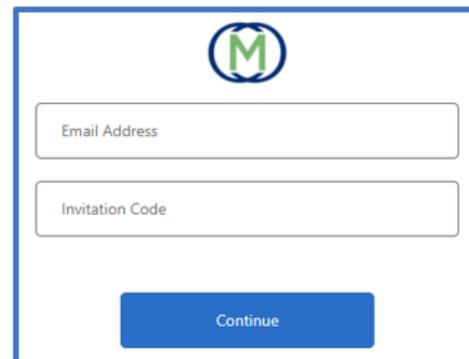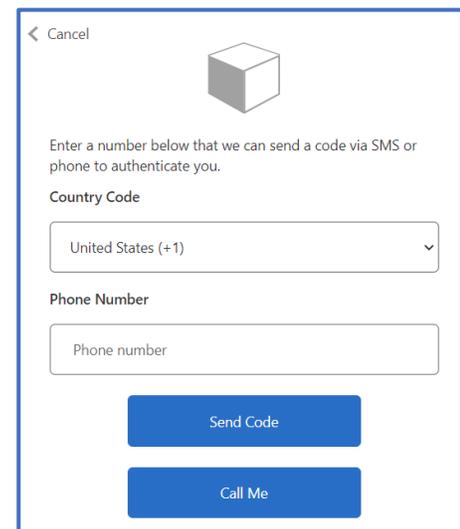![Midwest Coordination Center logo]

Guardian User Guide

Logging In for the First Time: Account Activation

1. The Midwest Coordination Center (MCC) Support Team will send you an invitation to register via donotreply@testedandprotected.org. Please check your spam folder.

2. Click on the link to set up your account or navigate to testedandprotected.org and click **Login** at the top right. Then, select Sign up now.

3. Enter your email address and invitation code from email. Click Continue.

3

Enter your email address and invitation code found below. Click the Continue button.

Invitation Code:

sd9fslkdk

Email Address

Invitation Code

Continue

4. You will create a password that must be 8-16 characters and must contain at least three of the following: lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # $ % ^ & * - _ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .

5. Enter your Phone Number. Click either **Send Code** or **Call Me.**

   a. **Send Code:** The service will text you a verification code. Enter the code online to complete verification. Click **Send another code** if needed.

   b. **Call Me:** The service will call your number. Answer the call and push the # key to complete verification.

6. You will be directed to the Midwest Coordination Center homepage. Navigate to the Resources tab to view role specific User Guides.
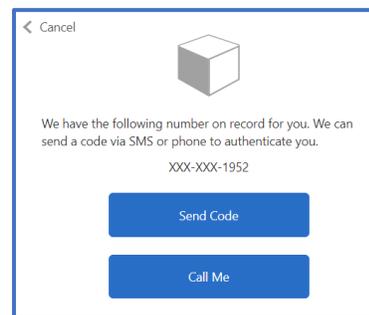

‹ Cancel

Enter a number below that we can send a code via SMS or phone to authenticate you.

Country Code

United States (+1)

Phone Number

Phone number

Send Code

Call Me

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Login

1. Navigate to testedandprotected.org. Select **Login** at the top right.

2. Enter your email and password. Click **Sign In**.

3. Click either **Send Code** or **Call Me.**

   a. **Send Code:** The service will text you a verification code. Enter the code online to complete verification. Click **Send another code** if needed.

   b. **Call Me:** The service will call your number. Answer the call and push the # key to complete verification.

Account Tips

- *Forgot Password*: Select *Forgot your password?* on the login screen if needed.

- *Logout:* At the end of your session, click *Logout* at the top right of the homepage.

- *Automatic Logout:* The Midwest Coordination Center will automatically log out after 15 minutes of inactivity.

Guardian Portal

The Guardian Portal allows guardians of children/resident's access to sign the Consent and HIPAA Authorization Forms and review test results. Consent and HIPAA Authorization Forms must be signed before the participant may be tested. Guardian page requires guardian to validate First Initial, Last Name, and Date of Birth to view participant results and sign consent.

• Existing users must add participants.
• When a new participant is added to a new sampling site, the sampling site will appear, and guardian must Add Participant.
• When a new participant is added to a sampling site where the guardian already has a participant, the Add Participant button will appear.

- Add Participant button is not present when guardian has verified all assigned participants for that sampling site.
- Twins: if multiple participants with the same first initial, last name, and birth date, all will appear.

This guardian portal allows you to view test results and manage consent forms for your participants (e.g., your children or yourself). To get started, add participants registered to your email for the sampling site(s) listed below.

Consent Forms
In order to view your child/resident's results through our online portal, please be sure to sign the consent form for each child/resident.

MCC Sampling Site #1

Address	505 king ave columbus OH 43202
Point of Contact	mcc poc	(555) 555 - 5555	mccpoc.test@gmail.com

Child/Resident	Consent Form	HIPAA Authorization
Click Add Participant to confirm the participant is registered with this site.		Add Participant

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Add Participant for MCC Sampling Site #1

Fill in the participant's information below to confirm they are registered with our system.
For children in school, the name should match the school's registration.

First Initial *	Last Name *	Date Of Birth *
		mm/dd/yyyy

Cancel   Add Participant

*Field is not case sensitive

Consent Forms
In order to view your child/resident's results through our online portal, please be sure to sign the consent form for each child/resident.

MCC Sampling Site #1

Address	505 king ave columbus OH 43202
Point of Contact	mcc poc	(555) 555 - 5555	mccpoc.test@gmail.com

Child/Resident	Consent Form	HIPAA Authorization
Fname LName	Sign Consent Form	Sign HIPAA Form

1. <u>Consent Form</u>: Click **Sign Consent Form**. Review Consent for Testing agreement and type your first and last name, and enter the date to sign at the bottom. Click **Submit Signature** button. You may download or print the form for your records.

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2. <u>HIPAA Authorization Form</u>: Click **Sign HIPAA Form**. Review authorization form and fill out required fields, Child/Resident's First and Last Name, Child/Resident's Age, Your First and Last Name to Sign, Date, and Relationship to Child/Resident. Click **Submit Signature** button.

3. You may download or print the signed forms at any time.

Test Results

Test results will appear at the top of the portal once available. You can view/download the test report by clicking on the Download Report button. This will generate a pdf copy of the test report.

Here is an example of a test report:

Contact MCC Support

- **Email**: support@testedandprotected.org
- **Phone**: 1-833-754-2176