


Instructions for Registering on the Hamel Health & Counseling Center Patient Portal

- This portal is separate from your MyMack and Merrimack.edu user name and password
- You can use your MyMack and Merrimack.edu user name and password, but you have to register the information on the patient portal first.
- From the Mack Task list in MyMack click on Health Forms to be directed to the patient portal. See welcome screen below.
- Click the register button; do not enter anything in the user name or password fields when registering for the first time.

User Name Password Login Register



MERRIMACK COLLEGE

Welcome to Hamel Health and Counseling Center's Patient Portal

NEW USER, please click the **REGISTER** button.

After you register, you will receive an email in your @merrimack.edu email instructing you to create a password.

Once you have registered access your Patient Portal by entering your Patient Portal User Name and Password above and clicking on the **LOGIN** button.

Once logged in you will have access to online services such as:

- Complete health forms (**Required**)
- Upload Immunization documents (**Required**)
- Upload your physical exam (**Required for undergraduate students**)
- Secure communication from Hamel Health and Counseling Center
- Obtain immunization records (Students who enrolled prior to the fall of 2015 will need to call the health center to get these records)
- View scheduled appointments
- View and print health related education materials
- Enter and update medical insurance information

We are committed to protecting your personal information. Data that you provide cannot be viewed by anyone else on the Web and is securely maintained by industry standard SSL (secure socket layer) encryption and decryption technology when needed. We do not share your information with anyone else.

- You will be brought to the registration page as seen below.

The screenshot shows a registration form with the following elements:

- Header:** A blue bar with the text "Register" in white.
- User Name:** A text input field with "User Name" as a placeholder. To its right is the text "Already Registered?" and a "Login" button with a person icon.
- MyMack Student ID:** A text input field with "MyMack Student ID" as a placeholder.
- First Name:** A text input field with "First Name" as a placeholder.
- Last Name:** A text input field with "Last Name" as a placeholder.
- Submit:** A blue button with a person icon and the text "Submit" at the bottom left.

- Here you can enter any user name you choose.
- Your MyMack Student ID is the last 6 numbers of your student ID; do not enter any preceding zeros.
- Your first and last names must be entered as they are in MyMack or the system will not recognize you.
- Once you click submit you will receive a message at the top of the page which says:
Thank you for registering on our patient portal, an email has been sent to your Merrimack email address.
- Go to your Merrimack.edu email and open the email from noreply@merrimackhealthcenter.com the subject line will be Merrimack College. You will find a link to create your password. Click on the link and create a password, confirm the password, and click submit. If you receive an error message it is because the passwords do not match.
- Once you submit your password you will be directed to the patient portal.
- You will complete 3 forms:
 - Health history form
 - Consent for treatment form
 - Tuberculosis questionnaire
- You will upload your physical exam and immunizations.