

# Newport Girls' High School

## How to Register for Testing or Decline Consent –

## Staff Members

**Step one** – choose the **silver staff** portal from NGHS testing website by clicking on the icon:



**Step two** – ignore login boxes on the right but instead click on



**Step three** – complete the required details for yourself – only asterisked fields need to be completed (i.e. only one phone number is required). You can use your staff email if you wish or a personal email address.

First name *	_____	Last name *	_____
Email *	_____	Confirm email *	_____
Phone number 1 *	_____	Phone number 2	_____
Gender *	▼	Date of birth *	▼ / ▼ / ▼ 
<b>Other details</b>			
Unit	_____	NHS Number	_____
Ethnicity	▼		
<b>Address</b>			
Address line 1	_____	Address line 2	_____
Post code	_____	Town	_____
County	_____		
<b>GP Details</b>			
First name	_____	Last name	_____
Phone number	_____	Email	_____
<b>GP Address</b>			
Address line 1	_____	Address line 2	_____
Town	_____	County	_____
Post code	_____		
<input type="checkbox"/> Accept <a href="#">Terms &amp; Conditions</a>			

Ignore 'other details' section

Ignore GP details section

Make sure you tick the Accept T&Cs

Then click **SUBMIT**

**Step four** – Check your email and you should receive an email like this. If it has not arrived in a few minutes, check your junk email:

**Welcome!**

Thank you for registering on the Parent Portal.

Before using the Parent Portal software, please confirm your account by clicking on confirm my account below:

[Confirm my account](#)

Once you have confirmed your email and set your password you will have full access to the Parent Portal platform.

Click on the hyperlink to **confirm your account**

You will then be asked to create a password for the NHS site.

**Step five** – Log in to the NHS Screening site using your email address and the password you have just created.

**Step six** – click to fill in the questionnaire (green button)

Covid Testing

Campaign by:  
COVID MANAGER FOR SCHOOLS

Status: New

This link is provided to pupils over 16 who can consent to testing for themselves

Last updated: 10/01/2021 16:34

Fill in the questionnaire form

**Step seven** – click on the circle and choose Sixth form Newport Girls' High School. Then click Next

**Create a Submission**

Submission for a new child in

Staff Newport Girls High Sch... ▼

Cancel Next

**Step eight** – Read the consent statements  
(these are the Dept. for Health consent statements)

The screenshot shows a web form with the following elements:

- Indicate consent**: Two radio button options: "Yes, I consent to testing" and "No, I don't consent to testing".
- Name (required)**: A text input field with a horizontal line below it.
- Buttons**: Three buttons at the bottom: "Cancel" (light grey), "I want to Save and Continue Later" (medium grey), and "Submit" (blue).

Blue arrows point from the text below to the "No, I don't consent to testing" radio button, the name input field, and the "Submit" button.

Choose whether you consent (or not), type your name and click on blue SUBMIT button.

This is the process finished. Thank you for your time.