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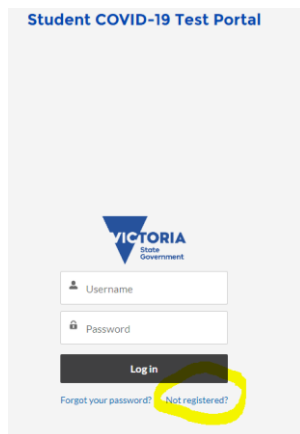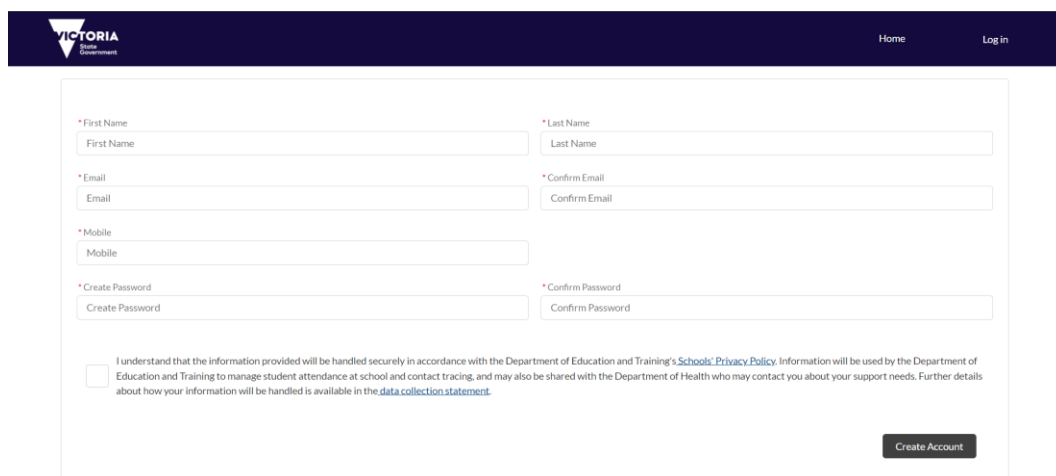In the event your child receives a POSITIVE result to COVID19, please follow these steps to register and complete the online process**

**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.

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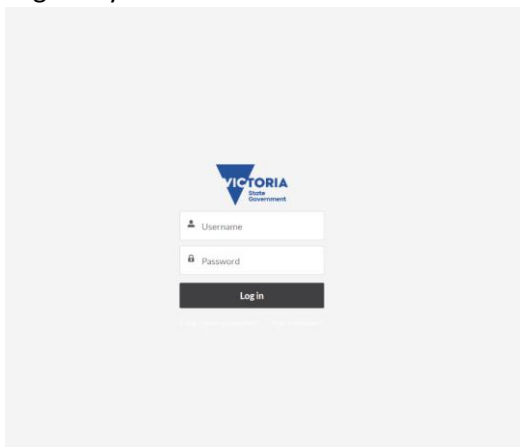
1. You will be presented with your COVID Test Portal landing page. To add a new child to your account, click on the 'Add new child' button on the page

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

Sarah

* Child's Last Name

Brown

* Child's Date of Birth

31 Jan 2015 📅

* Relationship to child

Parent ▼

* Child's School

Moorabbin 🔍

🏢 Avenues Education
School • MOORABBIN

🏢 Bayside Special Developmental School
School • MOORABBIN

🏢 **Moorabbin** Primary School
School • MOORABBIN

🏢 Southmoor Primary School
School • MOORABBIN

Close

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
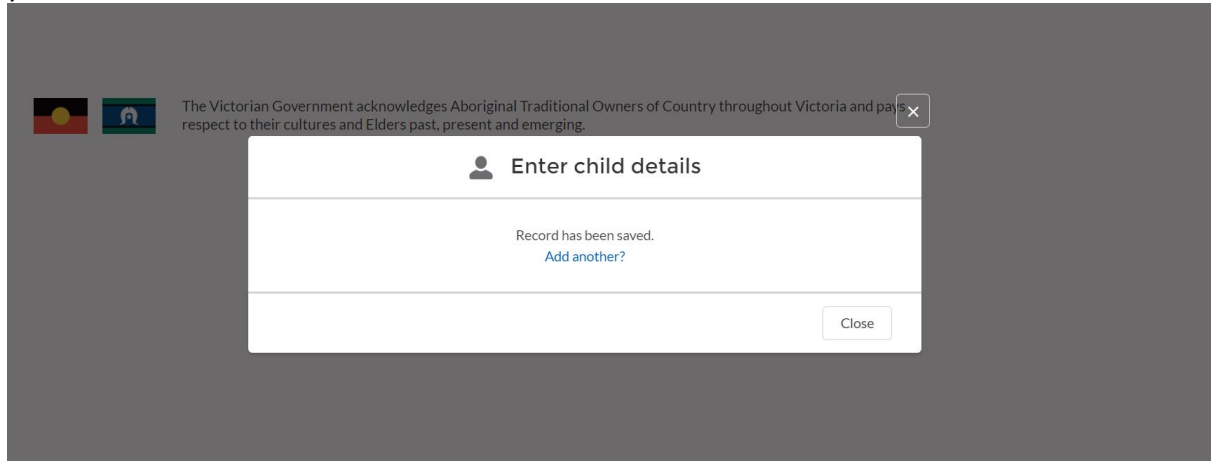


**Submitting a test result**

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.

## 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
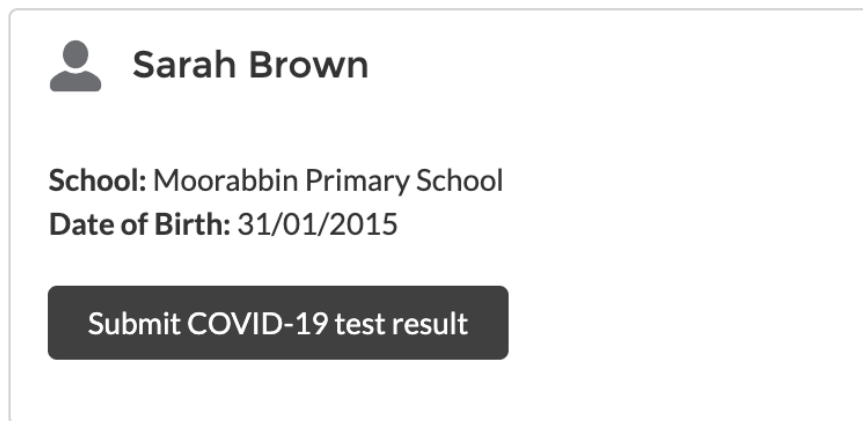
* Parent / Guardian / Test Administrator Mobile

0400001234

* Type of Test

RAT

* Date of Test

4 Jan 2022

* Test Result

Positive

Attach a copy of Test Result (optional)

⬆ Upload Files      Or drop files

☑ 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

VICTORIA State Government

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.

Close

3. 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.