

Tuberculosis Screening and Health History Form Instructions

This year the required Tuberculosis Screening and Health History information are entered online. By completing these forms prior to starting classes, you provide us with information we will use to give you the best health care possible the first time you visit Hartshorn Health Service. For security purposes you must first register using your university ID and the email address you have registered with the University.

This information is not part of your academic record and will not be released without your consent if you are 18 or older, or without parent / guardian consent if under 18.

Procedures for Hartshorn Health Service web portal:

1. Go to <https://portal.hartshorn.colostate.edu> – be sure to put the **s** in https://
2. Register for the portal by clicking on the [Click HERE](#) above the login box.
3. Complete all four fields
 - a. Enter the university ID without dashes. It is nine characters long.
 - b. Enter the email address registered with the university. If unsure, check RamWeb to see the registered email address.
4. You will receive your password in an email. On occasion, a mail service may put the email into the junk folder.
5. After receiving your password, return to <https://portal.hartshorn.colostate.edu> and log into the portal.
6. You must respond yes or no to all **required** questions. **
7. If a question is not required (those after medication history), **only mark the yes answers.**
8. If you wish to save what you have entered so far and return later, scroll to the top of the form and click on the **Confirm** tab. Then click on the [Finish forms later](#). **DO NOT CLOSE BY CLICKING ON THE X BOX IN THE UPPER RIGHT!** You will lose everything you have entered if you close the form this way.
9. When you have completed all questions, return to the top of the form and click on the **Confirm** tab. Read the statement and click on the **Accept** box. This information will now be a part of your medical record at Hartshorn Health Service.

***NOTE:** If you have trouble accessing or completing these online forms, call 970-491-1717 during business hours or email webhhs@colostate.edu .

If you answered yes to any of the questions on the Tuberculosis Screening Form, you **must have a TB test. Go to <http://hartshorn.colostate.edu/pdfs/tbtest.pdf> and print out the TB Test Form. Ask your physician/nurse to complete the form when getting your TB test. Once form has been completed, fax the form to 970-491-0268 or mail it to:

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