University Health Service (UHS) Online Form Completion for Student Animal Handler

To complete the Animal Handler Medical Surveillance form, you must log into the University Health Service (Student Health) My UK Health Service website. You can access the form by following these steps:

**Please disable all pop-up blockers before attempting to complete the online form.**

Use Internet Explorer for this form. It is currently **NOT** compatible with Firefox or Chrome.

1. Access myUK by going to https://myuk.uky.edu and logging in using your LinkBlue ID

![myUK login page](image)

2. Click on the **Student Services** tab and then the **myinfo** link at the top

![myinfo link](image)

3. Click on the **Student Health** link at the bottom of the menu on the left hand side of the screen

4. Select “New Appointment” on the left hand side

![New Appointment selection](image)
5. Select “Animal Handler Medical Surveillance Form Completion” from the list of symptoms.

6. Select a date range (Please select at least a 2 week timeframe to find an available appointment), select “Employee Health” clinic, and select “Form for ANIMAL HANDLERS” reason.

Hit “Search”.

Even though you are a student, SELECT “EMPLOYEE HEALTH” clinic.

THIS IS NOT A REAL APPOINTMENT

THIS IS ONLY TO MAKE THE MEDICAL SURVEILLANCE FORM AVAILABLE FOR ONLINE COMPLETION

You DO NOT have to report to Employee Health at this date/time. You also DO NOT have to wait until this selected date/time to complete the form. Once you select an “appointment” the form will be available for online completion. (See below for online form completion instructions)

7. Select one date/time from the list.
8. Once you select a date/time you should receive an email confirming this “appointment”. This will be confirmation that the form is now available to you. You may complete the Medical Surveillance Form now.

Appointment Confirmation

Your Name here

You are scheduled for the following appointment. THIS IS NOT A REAL APPOINTMENT. This will make the Animal Handler Medical Surveillance Form available for online completion. You should only complete this form if you were notified by email, your supervisor, or your PI.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/24/2012</td>
<td>7:30AM</td>
<td>NS</td>
</tr>
</tbody>
</table>

Automated email sent from Online Student Health

9. Click here to fill out the necessary forms.

10. Please answer all the questions and click SUBMIT at the bottom
11. Once you hit the SUBMIT button, you should no longer see any forms which require completion

12. You may now close the pop-up window and exit out of myUK by clicking *Sign Off* at the top of the web page