How to Fill Out Required Forms on SHS Portal

Before your appointment, you must complete the required forms for your visit on our online student health services portal.

To complete the required forms, please visit SHSPortal.newschool.edu, then:

Log in using your New School NetID and password. You will also be asked to enter your date of birth.

On the home page (the Home page includes the text “Welcome to the Student Health Services Portal” in orange) you will see links to all forms you need to complete before your next scheduled appointment. These may include:

- Consent for Treatment
- Telehealth Consent 2020
- Fee Disclosure Statement (Medical Visits Only)
- Health History Form (Medical Visits Only)
- Notice of Privacy Practices
- Clinical Questionnaire (some Counseling Visits Only)
You can also find forms required for your next appointment by clicking the “Appointments” link on the left side of the portal. There you will see your scheduled appointment and a link to “Complete Questionnaire.”

**Important**

MAKE SURE TO CLICK THE SUBMIT BUTTON TO ENSURE THAT EACH FORM IS SECURELY RECEIVED BY SHS.

**YOU WILL RECEIVE A ZOOM LINK FOR YOUR SESSION VIA SHS PORTAL SECURE MESSAGING.**

PLEASE NOTE: If you do not complete the required forms before your appointment, your provider may not have enough time to fully address your concerns and/or your appointment may need to be rescheduled.

**All counseling appointments now require self-check in through the SHS Portal at the time of your appointment. Check the SHS Mental Health webpage (under “Individual Counseling”) for a link to self check-in instructions.**