

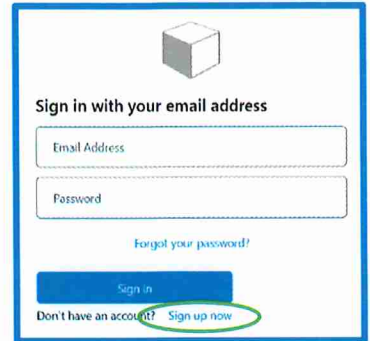
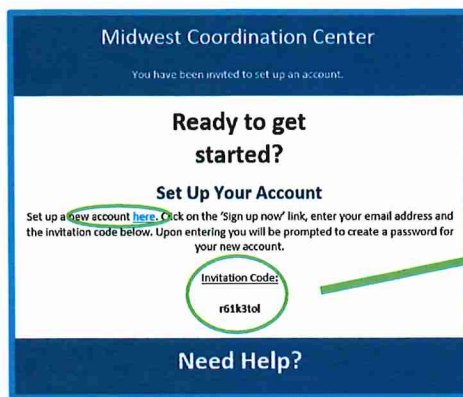
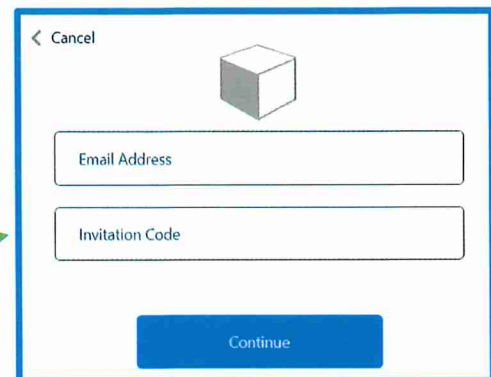
Guardian User Guide

Logging In for the First Time: Account Activation

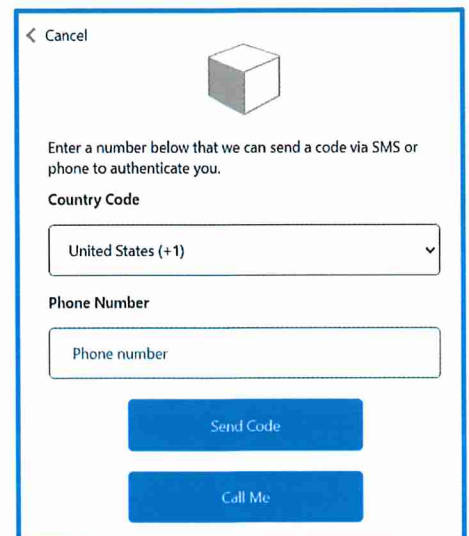
1. The Midwest Coordination Center (MCC) Support Team will send you an invitation to register via the support@testedandprotected.org email address. Please check your spam folder.
2. Click on the link to set up your account or navigate to testedandprotected.org and click **Login** at the top right.

Set up your Microsoft 365 account for multi-factor authentication (MFA). Click **Sign up now**, below the Sign In button.

3. Enter your email address and invitation code from email. Click Continue.

4. You will create a password that must be 8-16 characters and must contain at least three of the following: lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ; .
5. Enter your Phone Number. Click either **Send Code** or **Call Me**.
 - a. **Send Code:** The service will text you a verification code. Enter the code online to complete verification. Click **Send another code** if needed.
 - b. **Call Me:** The service will call your number. Answer the call and push the # key to complete verification.
6. You will be directed to the Midwest Coordination Center homepage. Navigate to the Resources tab to view role specific User Guides.

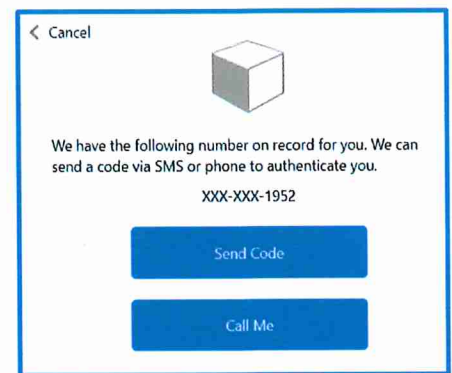


Login

1. Navigate to testedandprotected.org. Select **Login** at the top right.



2. Enter your email and password. Click **Sign In**.
3. Click either **Send Code** or **Call Me**.
 - a. **Send Code:** The service will text you a verification code. Enter the code online to complete verification. Click **Send another code** if needed.
 - b. **Call Me:** The service will call your number. Answer the call and push the # key to complete verification.

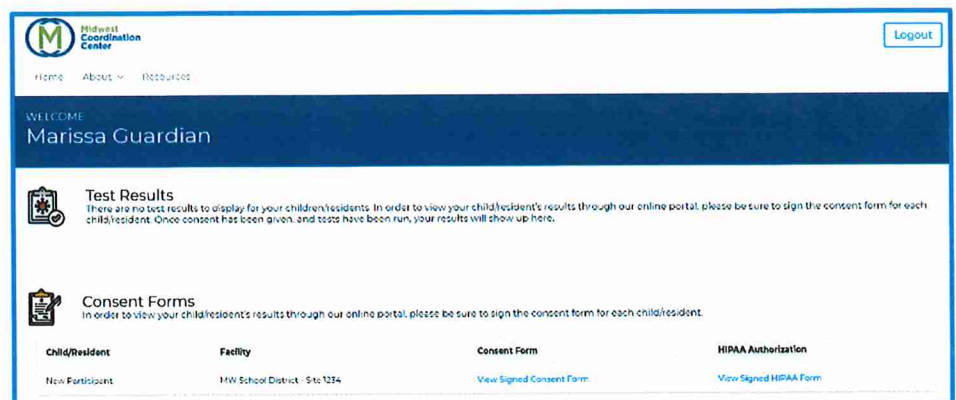


Account Tips

- **Forgot Password:** Select *Forgot your password?* on the login screen if needed.
- **Logout:** At the end of your session, click *Logout* at the top right of the homepage.
- **Automatic Logout:** The Midwest Coordination Center will automatically log out after 15 minutes of inactivity.

Guardian Portal

The Guardian Portal allows guardians of children/residents access to sign the Consent and HIPAA Authorization Forms and review test results. Consent and HIPAA Authorization Forms must be signed before the participant may be tested.



Consent Forms




Consent Forms
In order to view your child/resident's results through our online portal, please be sure to sign the consent form for each child/resident.

Child/Resident	Facility	Consent Form	HIPAA Authorization
Marissa Test	MW School District - Site 1234	Sign Consent Form	Sign HIPAA Form

1. Consent Form: Click **Sign Consent Form**. Review Consent for Testing agreement and type your first and last name, and enter the date to sign at the bottom. Click **Submit Signature** button. You may download or print the form for your records.
2. HIPAA Authorization Form: Click **Sign HIPAA Form**. Review authorization form and fill out required fields, Child/Resident's First and Last Name, Child/Resident's Age, Your First and Last Name to Sign, Date, and Relationship to Child/Resident. Click **Submit Signature** button.
3. You may download or print the signed forms at any time.

Test Results

Test results will appear at the top of the portal once available. The placeholder information will appear until the consent forms are signed and results are published.



Test Results
There are no test results to display for your children/residents. In order to view your child/resident's results through our online portal, please be sure to sign the consent form for each child/resident. Once consent has been given, and tests have been run, your results will show up here.

Contact MCC Support

- Email: support@testedandprotected.org
- Phone: 1-833-754-2176