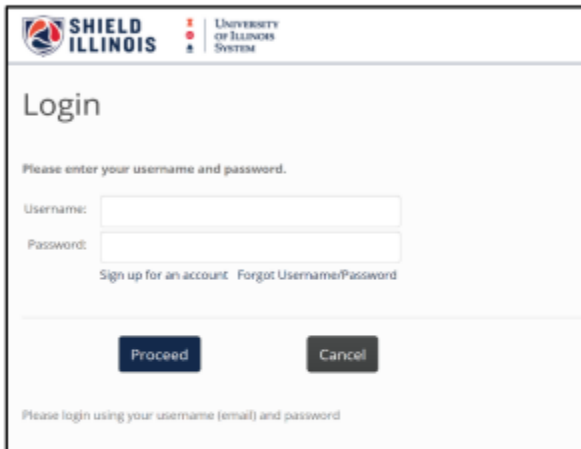


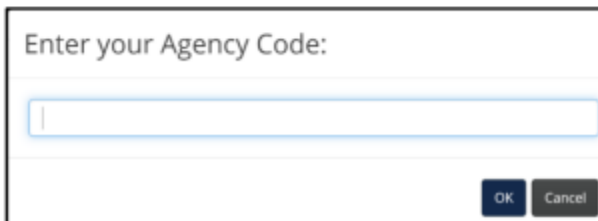


## Portal Creation Instructions

1. Click "Sign up for an account."



2. Enter the Agency Code for your organization



**Spoon River College Agency Code:**  
**Students:     tgotatlv-stu**

3. Complete the information listed on the screen. If a minor is to be tested, complete the information for a parent/legal guardian. *To register a child under 18, a parent or guardian must sign up for an account and then add the child to their account using the Dependent option.* Click the submit button.





[www.Portal.shieldillinois.com](http://www.Portal.shieldillinois.com)

- You will receive a special code via text and email to confirm your identity.
- Enter that code as indicated.



The screenshot shows the SHIELD ILLINOIS verification interface. At the top left, the SHIELD ILLINOIS logo and the UNIVERSITY OF ILLINOIS SYSTEM logo are displayed. Below the logos, a message states: "We have sent a registration code to 1111211212 via text message and to jasweet15@yahoo.com via email. This code will expire in five (5) minutes. When you receive the code, please enter it here to continue the registration process. It may take one (1) to two (2) minutes for your code to arrive." Below this message is a text input field labeled "Verify Code". At the bottom of the form, there are three buttons: "Submit" (dark blue), "Go Back" (grey), and "Re-send Code" (green).

- You will now set up an appointment for someone younger than age 18, click "Dependents" at the main screen.

Home

Personal Details

Appointments

Lab Results

Dependents

Privacy Policy

Log Out

7. To set up a new dependent, click “Add New Dependent”

## Dependents for Test Parent For Test Dependent

Add New Dependent

Name

Date of Birth

8. Complete the information for the dependent and click “submit”

**Important: Leave the email address and phone number blank for the dependent.**

The screenshot shows the 'Online Registration (SHIELD Illinois Mobile)' form. It includes fields for 'First Name', 'Last Name', 'State of Birth', 'Address', 'City', 'State', 'Zip', 'Email Address', 'Phone Number', and 'Date of Birth'. There are also dropdown menus for 'Select State (Illinois)' and 'Select State'. A 'Consent for SHIELD Illinois COVID Saliva Testing' section is visible at the bottom, with a 'Submit' button.

9. To schedule an appointment of view results, click the “Launch” button next to the dependent and navigate the portal as the dependent.

Add New Dependent

Name

Date of Birth

Test, Test Child

01/01/2020/td>

Launch