Instructions for Single Sign-On Registration for EVC

1. In the browser, go to https://sso.sjecc.edu
   Your email address will be your MyWebID@ (first two letters of first name, first two letters of last name, and last four digits of ID #). This will become your email address for school. Listed below are some examples
   EVC Students: tivi7676@stu.evc.edu
   SJCC Students: tivi7676@stu.sjcc.edu

2. Enter Your Password:
   For first time logins, simply click on the Unlock/Reset Password button. This will take you through an identity verification process and then an enrollment process. Once, completed, for any future logins, enter your EVC or SJCC school email address and just click on the Login button.

   Identification Verification Process (This only needs to be done the first time you login.)

   For any difficulties with this process, call ITSS at (408) 270-6411 and let them know that you are trying to create a single sign on email address to get to the EVC Student Health Services Patient Portal. They will give you a temporary password to complete this process.
   - Select Reset/Forgotten Password option
   - Click on Continue button.
   - Enter your date of birth using this format (MM/DD/YYY).
   - Enter your student id number: 7 numbers with a leading 0 in the front.
   - Click on the Continue button.
   - Enter in your New Password:
     - Must be 8 characters long
     - Cannot contain any part of your first name, last name, or username
     - Must satisfy any 3 of the following:
       1. Must contain at least one uppercase letter
       2. Must contain at least one lowercase letter
       3. Must contain at least one number
       4. Special Characters are okay to use
   - Confirm New Password
   - Click on the Continue button
   - Once you see “Password Successfully Set” message, click on the Continue button.
   - You have finished the Identity Verification process. The Enrollment Process will automatically start.

3. Enrollment Process (This only needs to be done the first time you login.)
   - On the SJECCD Secure Login – Enrollment page, click on the Continue button.
   - Select your predefined questions and enter in your answers to them.
   - Click on the Continue button.
   - On the “Self Service Action Successful” message, click on the Continue button.
   - On the Mobile Phone page, enter in your mobile phone number.
     - A one-time passcode (OTP) will be sent to your mobile phone; be ready to check your mobile phone for the OTP passcode
     - Please also note that standard texting fee may apply per your carrier.
   - Click on the Continue button.
   - Check your mobile phone for the OTP passcode.
   - Click on the Continue button.
   - On the “Self Service Action Successful” message, click on the Continue button.
   - You have finished the enrollment process and should now be viewing the SJECCD Secure Login Welcome page.
   - Click on the My Health icon. Enter your birthdate. Click “Proceed.” See other side of page for further details.
APPOINTMENT REMINDER

Date: 

Time: 

Location: EVC Student Health Services, SC -124
Please call (408)270-6480 if you need to reschedule your appointment.

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EVC STUDENT HEALTH PATIENT PORTAL

The new online patient portal is used to fill out most medical forms electronically before your appointments. You can use a computer or your smartphone.

You must register for Single Sign-On (SSO) access for SJECCD first, before you can access the Patient Portal. (See other side of this page for detailed instructions. This must be done one time only.)

The forms must be completed before your scheduled appointment time. If you need to use the Health Services computer to fill out the forms, please arrive to the clinic 30 minutes before your appointment.

LOGGING IN TO THE STUDENT HEALTH PATIENT PORTAL ONCE YOU HAVE SSO ACCESS

https://myhealth.evc.edu

- Click on the My Health Patient Portal link listed above.
- Login to the SJECCD Single Sign-On Portal.
- The “Forms Tab” on the left will be highlighted with the number of medical forms to be completed.
- Listed below are the three required online forms for every student making their first medical appointment. (You may have additional forms, depending on the type of appointment scheduled.
  1. Consent for Treatment
  2. Health History Form
  3. Notice of Privacy Practices

SCHEDULING AND CANCELING APPOINTMENTS

Please call Health Services at (408) 270-6480 to schedule a medical appointment. Online appointment scheduling is not available. However, you do have the ability to cancel a previously scheduled appointment online if you log in to the patient portal at least 8 hours before the appointment. If you need to cancel less than 8 hours before your appointment, please call Health Services at (408) 270-6480.

Notification of secure medical messages that are on your Patient Portal will be sent to the email address that you have on file with the Admissions & Records Department. If Admissions & Records has an incorrect email address, please contact Health Services at (408) 270-6480, so the message notifications can be sent to your preferred e-mail address. You will also need to fill out a paper form in our office to officially update your e-mail address with Evergreen Valley College.

If you receive an error message when trying to access the portal or need assistance, please contact Health Services at (408) 270-6480.