How to Use the Occupational Health Connect Employee Portal

This guide covers how faculty and staff will use the Occupational Health Connect Portal to securely access health tools for the following tasks:

- Completing daily self-monitoring symptom reports
- Displaying health compliance status
- Scheduling tests
- Checking test results

Compliance with these processes is required by Boston University.

Login

Faculty and staff can access the Occupational Health Connect Employee Portal, by:

1. Visiting the Healthway website: [https://www.bu.edu/healthway/](https://www.bu.edu/healthway/)
   a. Find the Employee Section and click Go Now
2. Or going directly to the portal: [https://webchartnow.com/bostonuniv/webchart.cgi](https://webchartnow.com/bostonuniv/webchart.cgi)

Please log in using your BU credentials and authenticate with DUO.

On the homepage, the Bell icon and Home icon are useful navigation tools for using the portal. The bell, when it is red and displays a number, indicates that there are new messages to read.

When the bell is greyed out, there are no new messages:

COVID 19 – Symptom Monitoring Survey

Faculty and staff who will be coming to campus are required to complete the COVID 19 - Symptom Monitoring Survey. Faculty and staff who are assigned categories 1-3 will receive an email from ohcinfo@bu.edu every morning with a link to the Employee Portal where you will fill out the survey prior to coming to campus. Please do not reply to these emails. The survey can also be accessed from the portal homepage:
The Survey will open, and the Employee is asked to complete the questionnaire or chose the “not coming to campus option”. Click Submit when you’ve completed your survey:
When you submit the survey, the next screen will display a message that you are either cleared to come campus or not cleared to come to campus based on your responses.

Below is an example of the Not Cleared confirmation for coming to campus. Please:
- Notify your supervisor
- Contact your primary care physician
- A medical professional from Healthway will be calling you to discuss your symptoms

Faculty and staff will also receive a badge notification in their BU email. Please do not reply to these emails.
Below is an example of a Cleared confirmation for coming to campus:

![SUBMISSION SUCCESSFUL]

Based upon your responses you are cleared for work. Please remember the following when arriving:

- Practice social distancing
- Use good hand hygiene
- Wear your face covering

Return to Portal Home

Faculty and staff will also receive a badge notification in their BU email. Please save this email in case you are required to present it before entering certain buildings on campus. This message is based on your survey responses, but you must continue to comply with the university testing protocols. Please do not reply to these emails.

![CLEARED]

Frederick Anderson
08-10-2020

Your symptom check was negative & you may proceed to campus. Please social distance & wear face covering

My Appointments

Faculty and staff coming to campus are required to schedule COVID-19 testing depending on their assigned testing category level. Categories can be found here:

[http://www.bu.edu/back2bu/covid-19-testing-tracing/#category]
To schedule an appointment, select **My Appointments** from the homepage:

Any existing appointments will appear on this page. To schedule one, click **schedule a new appointment**:
Please select the following from each drop down menu:

1. For the visit reason, choose the COVID-19 Testing option
2. Pick your preferred testing location
3. Provider auto-populates
4. Pick an available date and time. All appointments are 15 minutes and it’s important to show up at the time slot you signed up for:

5. Click Submit

A summary of your appointment will display. To reschedule, press cancel and then schedule a new appointment:

Please be considerate about only scheduling appointments for the times that you will be available for attending the COVID-19 testing.
Viewing Test Results

Faculty and staff will receive a notification when a new document has arrived for them to review. The following documents will display in the message center:

- SARS-COV-2 Lab Results
- Restrictions summary
- Work status report

When a new lab result has been posted, you can click directly on the bell icon, or to the Message Center on the homepage:

Click on the SARS-COV-2 report to review the results:

If you tested positive, you will receive a call from Healthway. You will be contacted prior to the positive result being available in your portal. You will only receive a call if there’s a positive test result.
Your test result will display:

If you receive an inconclusive test result, a medical professional will contact you with next steps.

For technical or login help, please email ithelp@bu.edu