



*Jenks Public Schools Health Services*  
SNAP Health Portal User Tips

**Logging into the Health Portal for the first time**

- The SNAP Health Portal web site is [www.studentehr.com](http://www.studentehr.com)
  - The login name is the email address given to the Enrollment Center before school started.
  - Password is case sensitive—Click on the ‘forgot password’ link to log in for the first time, or if password is lost or forgotten.
  - Set a personal password after logging in for the first time. Click on the icon of a gear on the top right hand side of the Health Portal Dashboard.
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**Notification emails**

1. Welcome emails are sent automatically from a SNAP email address to the designated parent or guardian. This email contains the parent’s personal user name (email address) and a confidential password to log into the Health Portal for the first time. Families with multiple children in the district will receive one welcome email, and one email for **each child** confirming they were added to the Health Portal account.
  2. Click on the Notification Tab on the left side of the Health Portal Dashboard to adjust notifications. Notifications are child specific.
  3. The following events will generate an notification email:
    - 1) Immediate Notification
      - A student visit to JPS Health Services.
      - JPS Health Services sends a message using the Health Portal.
      - Medication order refills. Notification will continue daily until refilled.
    - 2) Monthly Reminder
      - Until the child’s Health Portal has been accessed for the first time, a monthly reminder will ask for contact information to be verified. *Notify the Enrollment Center if contact information has changed at (918) 299-4415x2416.*
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**Multiple children at JPS**

- Once logged in, you can switch between each child’s health information. Hover the curser over the drop down box ‘Select a Child’ located on the upper left hand corner of the Health Portal Dashboard.
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**Security Information**

- The SNAP Health Portal meets both FERPA and HIPPA compliance regulations.
  - SNAP Health Portal is view only. Student information does not leave the encrypted SNAP website.
  - HIPPA mandates an automatic session timeout. After 30 minutes of inactivity, users are automatically logged out.
  - The SNAP Health Portal website is protected by SSL security to encrypt private health information.
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