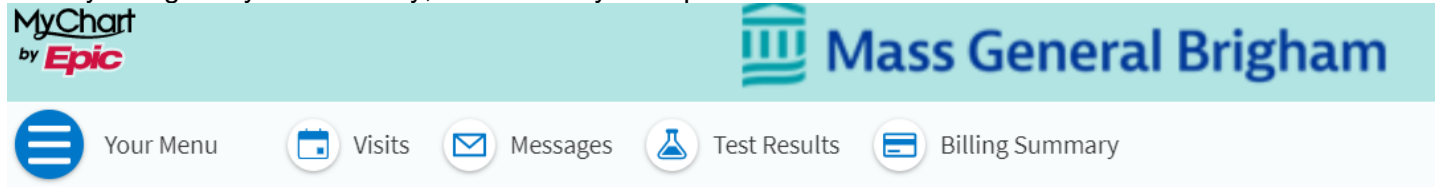
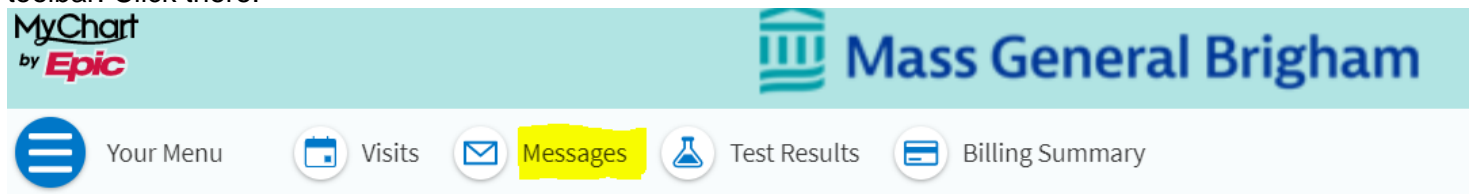


Please follow these steps to attach the student form. Please send us a message once the form is uploaded.

Once you log into your Gateway, this is what your top toolbar should look like.



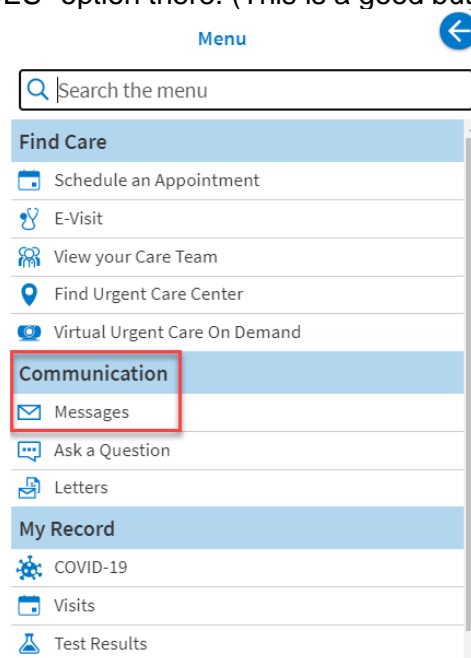
1. Access the "MESSAGES" activity to communicate with us. You should see "MESSAGES" in the main top toolbar. Click there.



Alternatively, you can click on the 3 lines on the left side of the toolbar to open the "Main Menu" option.....

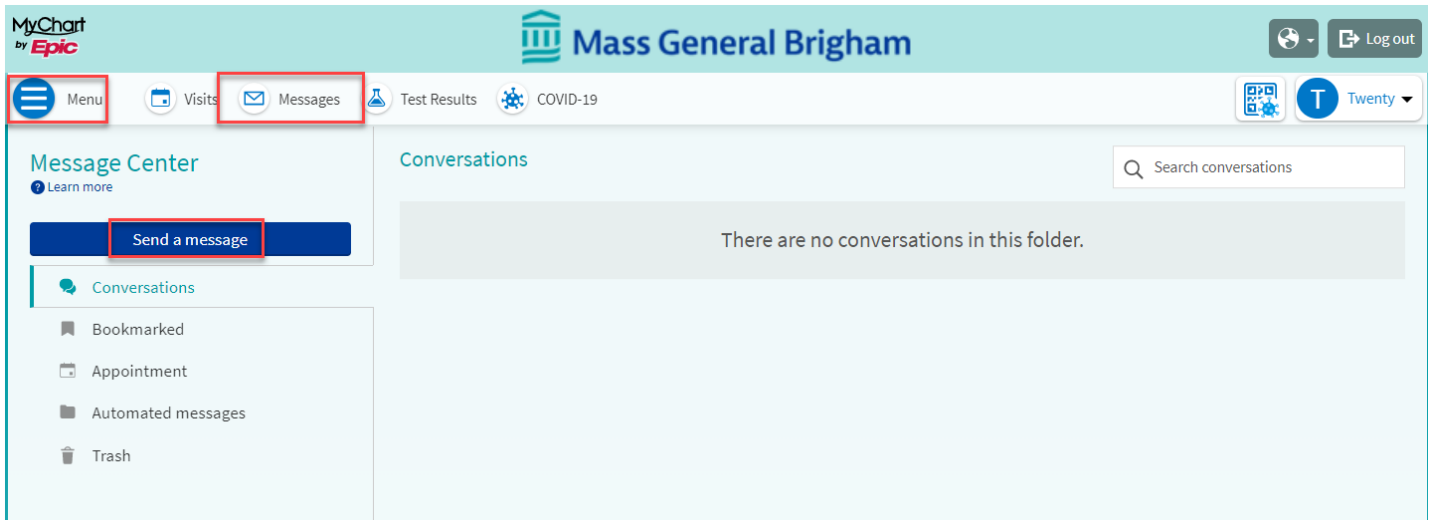


..... and then select the "MESSAGES" option there. (This is a good button to know about!)



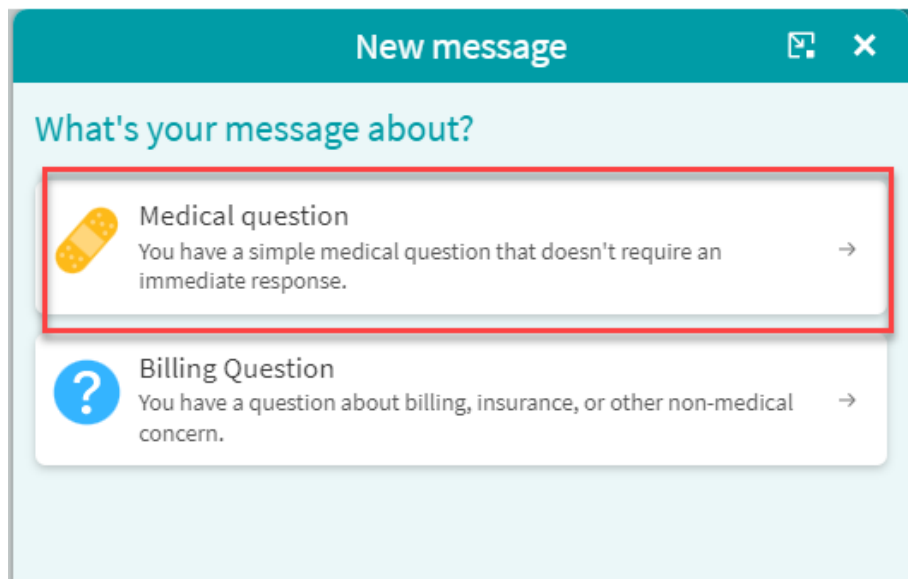
2. Once you are in the message center, click "**SEND A MESSAGE**" on the left hand side (blue bar). This generates a new message.

Note: if you want to reply to a message that we have already sent, simply click on the message under CONVERSATIONS (in the area to the right of the send a message bar) and hit REPLY.



3. Next, these boxes will pop up.

Select "**MEDICAL QUESTION**" and then "**NON-URGENT MEDICAL QUESTION.**"



← Back Medical question

What type of medical question?

Non-Urgent Medical Question →

Prescription Question →

Test Results Question →

Visit Follow-Up Question →

Referral Request →

COVID19 Questions →

4. You now must select a message recipient. Select **JENNIFER BETH SCHWARTZ** as the recipient. She is on your chart as your college provider while you attend Wellesley College.

Please note you may see other providers listed if you see a PCP or Specialist in the MGB system. You can disregard those other options. Other Wellesley College Provider names that you may see during your time here include Patricia Wefald and Olivia Lau.

← Back Non-Urgent Medical Question

Who do you want to contact?

Jeffrey W Phillips
Primary care provider →

Jennifer Beth Schwartz
Care team →

5. With the non-urgent medical question, you can ask our clinicians for non-urgent medical advice at any time. You can also use this option to attach your completed new student forms.

The forms must be saved on your computer. Use the **paper clip icon** to select that document from your computer and attach it to the message.

You can put in the Subject Line: **Incoming Student Forms**
In the message box: **Attached please find my new student forms.**

Hit send and the forms will come to us!

Note: depending on size of your files, sometimes you may have to send in two separate messages but the process will be the same.



← Back Non-Urgent Medical Question

To Jennifer Beth Schwartz

Call 911 if you have an emergency. [Learn more](#)

Subject
Patient Records

Enter your message...
Attached please find my new student forms

  Send ➔