How to Submit your COVID-19 Test Results in Fortress

Here's how to upload your COVID test results if you haven't been fully vaccinated yet. Please remember the test must be a lab test, not an at home self test.

Students, we encourage you to upload your own results each week; however, parents can submit them on your behalf if needed. Test results must be submitted **no later than 4:00 pm on Sunday** for you to be able to enter the campus the following Monday morning. Those who submit testing after 4:00 pm may encounter a longer wait time to enter campus on Monday morning while their tests are reviewed.

Here's how to submit:

STEP 1: Once you have *ALL* of your required test results back for the week, visit menloschool.org/covidtesting on your computer or mobile device.

You'll be asked to log in with your Menlo Okta credentials. Please contact techticket@menloschool.org if you are unable to log in.

Menlo School

Sign In

Menlo Okta Username

Menlo Okta Password

☐ Remember me

Sign In

Need help signing in?

STEP 2: Select the name of the person whose results you are uploading.

Note: Parents, if you're submitting test results on behalf of your child(ren), please select the child's name from the list. Students, you will see only your name.

Submitting Results for: *

○ Alex Perez
◉ Sophia Perez
○ Will Perez

STEP 3: If test results are being submitted for a student, please select whether they're an Upper School athlete.

Upper School Athlete? *	○ Yes
	○ No

STEP 4: Enter or select the date when the first COVID test was obtained this week.

For students in the GOLD group, this should be a Monday. For students in the BLUE group, this should be a Tuesday.

First Test Date *	🗓	MM/DD/YYYY

April 2021

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Upload First Result *
PDF or image of first test result
showing full name and date test
taken, no larger than 10MB

Second Test Date *

Upload Second Result *

STEP 5: Upload the PDF or image of your first test result.

Click the **Choose File** or **Browse…** button. The result must show the person's full name and the date the test was taken. The file must also be no larger than 10 megabytes in size.

Upload First Result *	Choose File	No file chosen
PDF or image of first test result showing full name and date test taken, no larger than 10MB		

STEP 6*: Enter the date of your second test and upload the second test result.

For students in the GOLD group, this should be a Thursday. For students in the BLUE group, this should be a Friday.

If you are a fully vaccinated faculty or staff member and have provided your vaccination card to the School, you will only need to enter one test result and won't be prompted for the second test result.

Second Test Date *	📅 MM/DD/YYYY
Upload Second Result * PDF or image of second test result showing full name and date test taken, no larger than 10MB	Choose File No file chosen

STEP 7: When all required fields have been filled, click the Submit Test Results button.

Submit Test Results

STEP 8: Get the QR Code and have it ready to show along with your green badge and POM when coming to campus.

After you submit, you will see a QR code, which has also been emailed to you (or to your child if you submitted test results on their behalf). If you're on a mobile device, please take a screenshot of this QR code. If you're on a computer with access to a printer, you may print the QR code by clicking the **Print** button. Anyone coming to campus will need to present their QR code at the entrance to verify that their test results have been submitted and approved by our staff.

Submitting for more than one person?

Simply click the **Submit Another Test Result** button on the QR code screen to be taken back to the submission form, where you can begin a new submission.

*QR code for **Gabe Schwarzer***
*Valid until **04/28/2021***

6 5 6 8 7 5

🖨 Print

‹ Submit Another Test Result