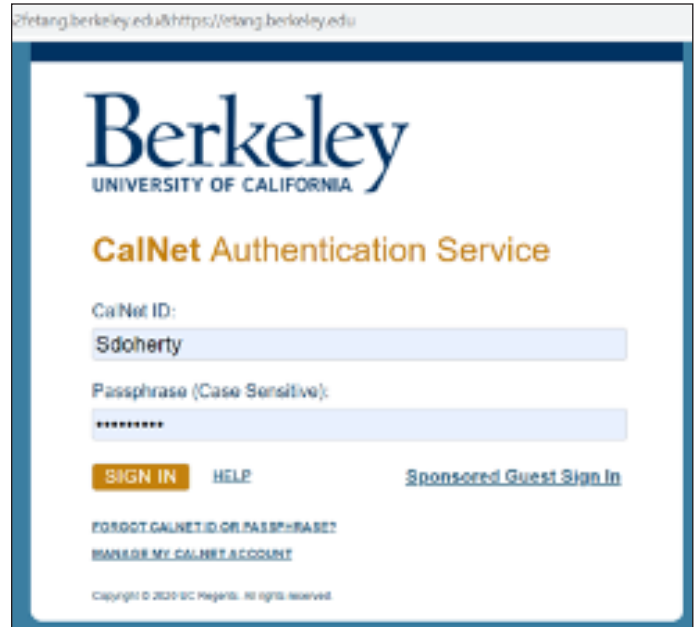


COVID-19 Testing - Instructions for Booking an Appointment through the eTang Portal

For Students, Faculty, and Staff at UC Berkeley

Step 1: Log into the eTang Portal at etang.berkeley.edu

This will bring up the Cal Net Authentication page. Log in with your CalNet ID and perform the Duo verification as you normally would.



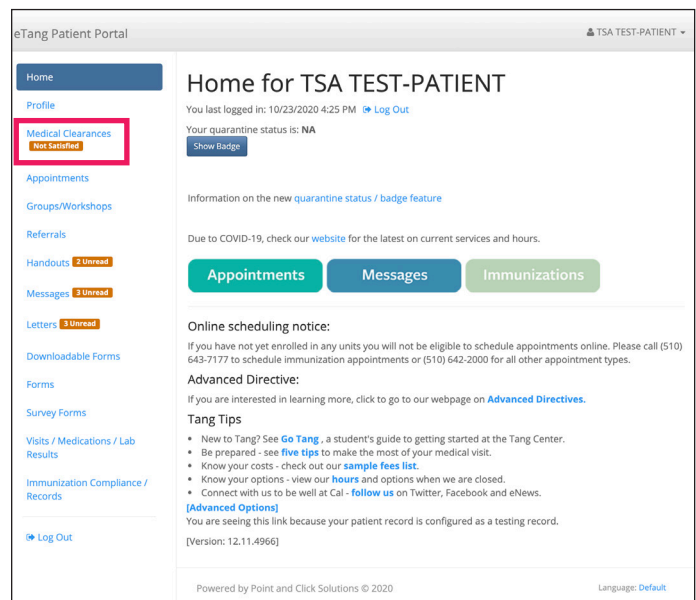
Now, you should be on the eTang homepage.

Step 2A: First time users on eTang must complete the "Notice of Privacy Practice v2018" before being able to make a testing appointment.

i) Go to the menu and choose "Medical Clearances" on the left (pink solid lined box).

ii) Several forms will appear.

- Go to the section that says "Additional Items NOT required for clearance."
- Look for "Notice of privacy practice v2018" (black dashed box) and hit the green button labeled "update" (pink dotted box)



Clearance	Status
REQUIRED Notice of Privacy Practice v2018	Update Not Compliant
REQUIRED Statement of Financial	

Step 2B: Complete the notice of privacy practice.

- Read the notice.
- There are 2 acknowledgement/agreement boxes that you must agree to and signify that agreement with a check.
- Once you have read and agreed to the Privacy notice, click the blue “submit final” button (pink solid lined square)
- You will then be redirected to a notification that you have completed the privacy practice, click proceed.

Step 3: Make an appointment.

A) Once you have clicked proceed, on the left side of the screen click “appointments” (black dashed box)

B) Click on the blue box labeled “schedule an appointment” (yellow double lined box)

C) Toward the bottom of the screen that just came up, there is a section called “COVID testing.” Select the box that applies to you, either “UC Berkeley Faculty/Staff” or “UC Berkeley student” (pink dotted box)

D) You will then be directed to answer a series of questions. After answer the questions, your testing options and sites will appear.

E) Choose the location that best works for you.

F) You will need to present your appointment bar code at the testing site.