Note: In the portal, if a process with the same national ID has already been **initiated or completed during the current year** with the same **degree level and university name**, it will **not be possible to register the process again**.

Through the **Student Affairs Organization portal**, from the **Physical Health Record** tab, click on **Physical Health Record** to submit your request. *(Figure 1)*

Figure 1 – Portal display

The system will show you the form. If you select the option **"I agree with the stated rules"**, the **Student General Information** section will be displayed. *(Figure 2)*

Figure 2 – Agreeing to the stated rules

Enter the required information. Note that **fields marked with an asterisk (*) are mandatory**. After completing the **Student General Information** section, select the following options and answer the related questions that appear:

- Complete **Personal Health Habits** section
- Complete **Dietary Habits** section
- Complete **Medical History** section
- Complete **Family Medical History** section
- Complete **Performance Evaluation** section
- Complete **COVID-19 Virus** section

It should be noted that the process of completing the information continues **until you receive the tracking code, referral letter to the education office, and test result**. *(Figure 3)*

Figure 3 – Completing general information by the applicant

After completing the **Student General Information** section and clicking on **Complete Personal Health Habits**, the related questions will be displayed. Please complete them accordingly.

The process continues **until the tracking code, referral letter to the education office, and test results are obtained**. *(Figure 4)*

Figure 4 – Completing personal health habit information by the applicant

After completing the information and answering the **security question**, click on **Submit and Send and Receive Tracking Code**.

Note that the process continues until you receive the **tracking code, referral letter to the education office, and test results**. *(Figure 5)*

Figure 5 – Completing medical history information by the applicant

After clicking **Submit and Send and Receive Tracking Code**, if the required fields are empty or there is inconsistent information, a **warning message will appear at the top of the page**, and the system will prevent the request from being submitted. *(Figure 6)*

Figure 6 – Warning displayed when mandatory fields are not entered

If the submission is successful, the system will provide you with a **tracking code and a success message**. *(Figure 7)*

Figure 7 – Tracking code and successful submission message

After receiving the message, you can click on the **"Here" link** to **view and print the output of your health record**. *(Figure 8)*