

# LTS New Jersey Student Testing Parent and Guardian Registration Guide

## Introduction

Thank you for your participation in the New Jersey School Student Testing Program. Testing in your school district is managed by LTS, a vendor selected by NJDOH to operate COVID-19 testing clinics in schools across the state.

For your child to participate in the testing program you **must** complete the registration process prior to your child receiving their first COVID test. Failure to complete the registration process will prevent your child from being tested.

***Parents and Guardians of each student testing under this program will be required to complete a Patient/Guardian Consent Form and submit it to their child's school.*** The Consent form will be provided to all Parents and Guardians by their student's school, along with instructions for the proper way to complete and submit consent for testing.

To perform this work safely and efficiently for your community, LTS has partnered with the Broad Institute of MIT and Harvard, a clinical laboratory based in Boston, MA.

**Once the consent process has been completed, parents/guardians can follow this guide to complete the online process to register an account** in the Broad Institute testing software. This account is where parents/guardians will be able to manage their child's confidential information as well as access their test results.

The purpose of this guide is to walk you through the steps to register your child for testing at their school.

## Key Terms

- **Account**
  - The **parent or guardian** will be responsible for creating the **Account** as outlined below, **prior to the first day of testing**. This consists only of an **email address**/mobile number and **password** on the Broad Institute site.
  - The account holder will be the parent or guardian. Once the account is created, numerous student profiles can exist if the parent or guardian has multiple students participating in the testing program.
- **Profile**
  - Each **student** participating in testing will have a **Profile** within their parent or guardian's Account.
  - The profile contains the **name** and **demographic** information for the student, as well as their consent status, and the student's test results as they become available.

**Continue to Step 1 on the Next Page**

## Step 1: Account Activation Email

After you have completed the consent authorization process as required by your child's school, the school will provide LTS with your (the parent or guardian) name and email address. Once LTS receives this information, it will be uploaded into the Broad Institute software, which will generate an email invite to create your Account.

This email will contain a unique registration link for your child's school.

The email will come from [no-reply@crsp-testing.broadinstitute.org](mailto:no-reply@crsp-testing.broadinstitute.org) and below is an example of that email will look like. This link will expire 72 hours after it is received.



### Activate Your Account

You have been invited to CRSP at Broad for COVID-19 testing. To continue:

Activate Your Account

Be sure to activate your account promptly, since this link will expire.

If you're having trouble with the button above, copy and paste the URL below into your web browser.

<https://crsp-testing.broadinstitute.org/register/accept-invite?token=axgt7g-13afc29a7cd1b2aeb016914ed0ba9f6d&guid=02cc78ba-8891-4a00-8cfa-95e82029043a&loginMethod=email>

**NOTE:** Parents and Guardians must complete accounts **ONLY** by following the link that has been emailed to them, and not by accessing the Broad website on their own. Accounts created outside of the email invite will lead to difficulty accessing test results.


## Step 2: Activate Your Account & Create Password

Click the “Activate Your Account” link or the registration link (URL) at the bottom of the email described in Step 1 above. This link will take you to the website “crsp-testing.broadinstitute.org”, where you will create your account.

The account email address will be pre-loaded on this screen, and you are able, but not required, to add a phone number as a secondary contact method at this time.

### Create Your Account

Welcome to CRSP at Broad. You'll need to provide some information and create an account before we can get started.



You may set a mobile phone number as a secondary means of logging in and receiving notifications.

By completing your account, you agree to our [Privacy Policy](#) and [Terms of Service](#).

After clicking Next, you will be prompted to create a password for your account. **Please remember the password you create and do not share it with anyone not authorized to view your child's information or test results.** You will use this password to log into your account to access your child's results after each test.


### Step 3: Consent Authorization

Next, you will be asked to provide consent authorization. The consent form will have been sent to you by your child's school and it must be completed and submitted to your school prior to the registration process.

**If you did NOT complete a consent form and submit it to your school, do not complete this page and reach out to the Testing Program Point of Contact, or school nurse, from your child's school to complete that process prior to completing this step.**

On the consent authorization page, click "I agree to the above terms" and then continue.



 Profile Authorization for

## Consent Authorization

You should have already consented to testing through your organization. If you believe you are seeing this message in error, please contact your program coordinator at njcovid@lts.com

I agree to the above terms.

**Continue**

After completing this step, you will complete a profile including personal information for the student(s) being tested.

**If you only have one child testing under your account, you will be directed to the "Add Personal Information" page automatically and may proceed to Step 5 below.**

**If you have multiple children testing under your account, proceed to Step 4 on the next page.**

## Step 4: Multiple Profiles

After completing the Consent Authorization page, you will complete profiles for each of your children who will be tested.

**If you have multiple children testing under your account,** you will be taken to the “Existing Profiles” page, where you will see multiple “incomplete” student profiles listed. Click on the first profile and continue to Step 5.

### Existing Profiles

We've detected the following profiles associated with this account. Select one to continue.

- Test1 Patient1 (LTS NJ School Students)  
Incomplete >
- Test2 Patient2 (LTS NJ School Students)  
Incomplete >

## Step 5: Add Personal Information for Student(s)

On the next page you will be asked to add the student's personal information. **Please note that you must select "Secondary Profile"** when adding the student's personal information, per the image below.

Because the student's profile will be under your (the parent/guardian) account, **"secondary profile" is used to indicate that this is a profile for the child and not the parent/guardian.** Enter the information required on this page for your child.



CLINICAL RESEARCH  
SEQUENCING PLATFORM

English ▾

### Add Personal Information

We just need you to provide a bit more information about yourself before your account is fully created. Please review and update as needed.

#### Who is this profile for?

Primary Profile

I am registering myself for testing

Secondary Profile

I am registering someone else for testing

#### PERSONAL INFORMATION

Please be sure to provide the full name as it would appear on an ID.

First Name \*

Test1



Middle Name

Last Name \*

Patient1



Date of Birth \*

MM/DD/YYYY

- All demographic information must be filled out for your child to be tested, per State requirements.
  - **Date of Birth** must be in the following format: YYYY-MM-DD
  - If you are adding an **address** to a profile, **you must fill out all address fields:** Address Line 1, City, State (using the two-character abbreviation) and Zip Code. Address Line 2 is optional.
  - **Sex** must be one of the following values: Male, Female, Other, or Unknown.

- **Race** must be one of the following values: Black or African American, Asian, American Indian and Alaska Native, Native Hawaiian and Other Pacific Islander, White, Other Race, or Unknown.
- **Ethnicity** must be one of the following values: Hispanic or Latino, Not Hispanic or Latino, or Unknown.
- **Contact Phone** number for a parent/guardian will should be their own and not their child's.

**For those with only one child testing, you will be taken to the account dashboard after you save the first profile, and you may proceed to Step 6 of this guide.**

**For those with multiple children testing, you will be given the option to continue to the dashboard, or to “Review Additional Profile”:**



✔ Your profile was successfully created.

## Welcome to CRSP at Broad!

Your profiles communicate important information to your testing providers, and provide the information required by public health authorities. Each profile must be completed before you can schedule appointments. You can do that now, or continue to the Dashboard to get started with this profile.

Continue to Dashboard

Review Additional Profile

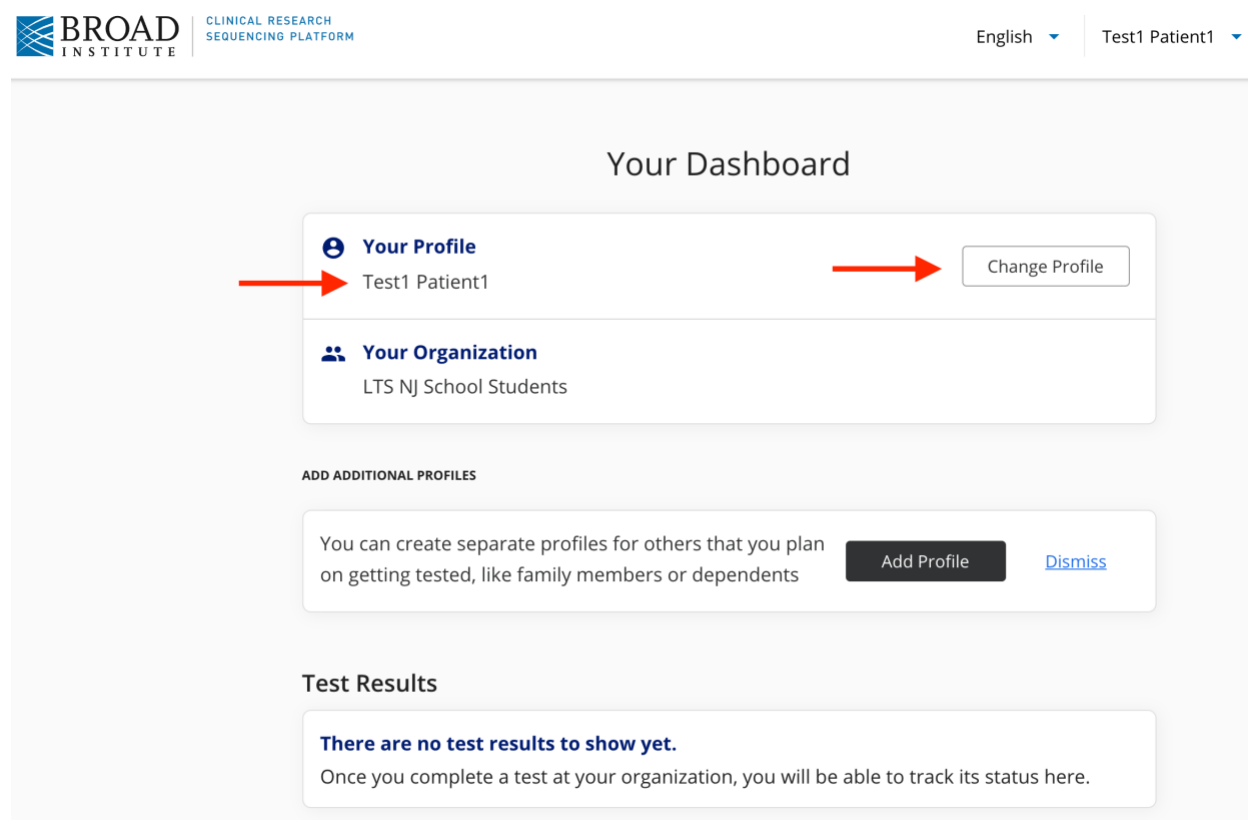
To complete the additional profiles in your account for each child, click “Review Additional Profile” and you will be taken back to the “Existing Profiles” page as outlined in Step 4 above. Select the next profile and follow the same steps to complete the registration. Once all profiles have been completed, you can continue to the Dashboard and proceed to Step 6 of this guide.



## Step 6: Account Dashboard

Once the student profiles have been completed, or any time you are log in to your account, you can use the dashboard to view and manage the profiles within your testing account.

If you have multiple children testing, you can switch between their profiles by clicking the “Change Profile” button, which will bring up a dropdown list of the profiles in your account.



The screenshot displays the 'Your Dashboard' interface. At the top left is the Broad Institute logo and 'CLINICAL RESEARCH SEQUENCING PLATFORM'. At the top right are language and profile dropdown menus. The main content area is titled 'Your Dashboard' and contains three sections: 1. 'Your Profile' section showing the current profile 'Test1 Patient1' and a 'Change Profile' button. Red arrows point to the profile name and the button. 2. 'Your Organization' section showing 'LTS NJ School Students'. 3. 'ADD ADDITIONAL PROFILES' section with a message: 'You can create separate profiles for others that you plan on getting tested, like family members or dependents' and buttons for 'Add Profile' and 'Dismiss'. Below this is a 'Test Results' section with a message: 'There are no test results to show yet. Once you complete a test at your organization, you will be able to track its status here.'

If you need to make changes to your account or the student profiles, you can do so by clicking on the profile name at the top right of the screen. This will bring up a dropdown menu of the profiles and options available in your account:

To edit the parent/guardian contact information or change the account password, click “Edit Account” in this dropdown menu.

If you have multiple student profiles in your account, you can also toggle between them here. Once you select the correct profile, you will be able to edit that student’s personal information by clicking “Edit Profile.”

## You are all set!

- As a Parents/Guardian you will see their childrens' profiles under the name on the main page dropdown.
- As an account holder, you will now have access to your child's test results and will be notified via email each time a new individual test result is available for a profile in your account.
- If you have other children either at the same school or at different schools, you will receive an email invite with a link to complete a profile for each one. You will follow the same process above each time, and each will appear under this dropdown.