

# HOW TO SUBMIT YOUR MEDICAL INFORMATION ONLINE

We use a software program that was developed for athlete information, but we have expanded that for all students. Even if you are not a student athlete, please continue to use this program to help us process your medical info.

## NAVIGATE TO WWW.SWOL123.NET

1

Go To: Single Sign-on and click Login.  
Pick Mars Hill University from the "Select your identity provider" drop-down field  
Click "Remember my choice."  
Use your assigned MHU username and password to sign in. (Only use username, not your full email address).

## CLICK MY INFO ON LEFT MENU

2

Confirm the pre-filled information.  
Enter Social Security Number if you have one, and cell phone number in athlete online access section.

## CLICK ADDRESS TAB AT TOP OF PAGE

3

Verify your primary address is in correctly, Update if necessary. Please note, address updates must also be submitted to [admissions@mhu.edu](mailto:admissions@mhu.edu).

## CLICK EMERGENCY TAB AT TOP OF PAGE

4

Enter primary contact fields (ALL fields).  
Secondary contact information is optional.

## CLICK INSURANCE

5

If you have insurance, complete the Primary Insurance Company section.  
If you DO NOT have primary insurance, enter the phrase "NO OTHER INSURANCE" in the Company field. If you have medicaid from a state other than North Carolina or TriCare, type "No Other Insurance" in this field.  
Upload the front and back of your insurance card.

# 6

## MEDICAL TAB

Alerts Section: choose any of the available allergies/conditions/alerts that you would like to bring to our attention from your medical history.  
Drugs Taken Section: Click on drop down list and select pre-filled medications or click "Add" to add any medications not listed.

# 7

At this point, click SAVE on the top right of the page.  
A list of fields will appear. Click "OK" on the on the top right of the page.

# 8

## MED HISTORY ICON IN LEFT MENU

Answer all the items with Yes or No and add comments to any items necessary.

# 9

## FORMS ICON UNDER LEFT MENU

Select the form by clicking on it, click the Open button, complete all the fillable elements of the form, top of page click Save/Validate, at top in green button click continue to signing, Electronic Signature Enter all fields, click Yes acknowledge, Click Sign & Submit.

- a. Fill out Under 18 Form (only for those students under 18 on today's date)
- b. Sign Release of Med Info and Permission to Treat form
- c. Complete the TB screening form.
- d. Read and sign acknowledgement of NC immunization requirements
- e. Click Add, upload immunization records file, Name the file "Your initials and VR" and click Ok to upload, after it shows in the listing, click SAVE at the top
- f. Complete Statement of No Insurance form, only if you have no other insurance.