Portal Instructions

- In a web browser, go to shacscom.grinnell.edu.
- Under "Sign In", enter your college email.
- Hit Next.
- Under "Enter Password", enter your college password.
- Hit Sign In.
- A DUO confirmation screen will pop up. Enter your DUO confirmation. You may have to manually go back to your browser.
- When it asks "Stay Signed in?" Hit Yes or No. It doesn’t matter.
- On the next screen you will enter your birth month, date, and year.
- Hit Proceed.
- You are now logged in!

Medical Clearances

- Once logged in, click on Medical Records on the left navigation
- This will take you to the Medical Clearances Homepage. You upload and enter all of your required documents from here.
- The status column will be Not Compliant and the details column No Data.
- As you complete and upload items the Details column will change.
- Satisfied items will change the status column to Compliant.
- Not Satisfied and Awaiting Review will leave the status column as Not Complaint as a nurse must review each item.
- Some items need to be completed online. Please do these first.
- Other Items require paper forms that will need downloaded and printed off. These will also need to be uploaded once completed.
- The rest of the items require online entry and corresponding documents to be uploaded.

Questions?
Contact a nurse through the message feature in the portal. Or call SHAW at 641-269-3230.