Accessing the WesternU COVID-19 Self-Screening Survey on a Mobile Device

Background Information:

*Every student, faculty, staff, and visitor must fill out this WesternU COVID-19 Self-Screening Survey daily before arriving on campus.

*This survey is for those who need access to WesternU’s campuses. Per local public health authorities, the University is required to check COVID-19 symptoms daily for anyone on our campuses.

Methods for Accessing the WesternU COVID-19 Self-Screening Survey:

*Since this survey must be filled out daily for any on-campus visit, there are several methods for accessing the survey on any computer or mobile device.

*Please review the various Methods of Access options listed below for the type of computer or mobile device you will be using to fill out the survey.

- **Method of Access: Any Computer or Mobile Device**
  - Use this direct hyperlink: [https://covid.westernu.edu/](https://covid.westernu.edu/)

- **Method of Access: Mobile Device with QR Code Reader**
  - Scan the below QR Code into your QR Code Reader app:

![QR Code]

- **Method of Access: Any Mobile Device**
  - **Live Safe App**
    - See instructions provided within this documentation for how to access the survey from this mobile app
    - **Please note:** this is the preferred method of accessing and submitting this survey
  - **Mobile Device’s Home Screen**
    - See instructions provided within this documentation for how to add the survey to your mobile device’s home screen
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Accessing the *WesternU COVID-19 Self-Screening Survey* from the *LiveSafe* App:

**Important Notice:**
- Before following the steps below, please be sure to download the *LiveSafe* app to your mobile device.
- After downloading the app, make sure to complete your profile and join the WesternU campus:
  - Select *WesternU* for the Pomona campus
  - Select *WesternU Oregon* for the Lebanon campus
- Please click here or use the hyperlink below to access the *University Student Affairs LiveSafe* web page for instructions on how to install and use the LiveSafe app:
  - [https://www.westernu.edu/students/livesafe/](https://www.westernu.edu/students/livesafe/)

Instructions for Using the *LiveSafe* App for the *WesternU COVID-19 Self-Screening Survey*:

- Find the *LiveSafe* app on your mobile device and click the icon to open
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Instructions for Using the LiveSafe App for the WesternU COVID-19 Self-Screening Survey – cont.:

- With the LiveSafe app open, confirm you are using the app through WesternU by seeing our logo at the top
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Instructions for Using the LiveSafe App for the WesternU COVID-19 Self-Screening Survey – cont.:

- Once you are in the LiveSafe app and confirmed to be entered through WesternU, you will notice the Campus Visit Symptom Screening item – it is the first item on the application’s homepage
  - It is the large gold portion at the top of the screen
    - Click the SUBMIT FROM HERE option to open the survey
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Instructions for Using the LiveSafe App for the WesternU COVID-19 Self-Screening Survey – cont.:

- This opens the survey as seen in the screenshot below
  - From here you can fill out the survey per usual
    - Once completed with the survey, your result will appear on your phone and an email will be sent to you and your supervisor

View of the WesternU COVID-19 Self-Screening Survey homepage.
Instructions for Adding the *WesternU COVID-19 Self-Screening Survey* to a Mobile Device’s Home Screen:

- Use your mobile device’s web browser to access the *WesternU COVID-19 Self-Screening Survey* with this web address:
  - https://covid.westernu.edu/
  - See below a screenshot for view of the survey’s homepage
- Please note: this view will vary depending on the mobile device and web browser you are utilizing to access the survey
  - The example below for using *Samsung’s Internet* web browser
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Instructions for Adding the survey to a Mobile Device’s Home Screen – cont.:

- When on the survey’s homepage, click your mobile device’s web browser **Settings** icon
  - Please note: what this icon looks like and where it is located will vary depending on the mobile device and web browser you are utilizing to access the survey
    - The example below for using **Samsung’s Internet** web browser
Instructions for Adding the survey to a Mobile Device’s Home Screen – cont.:

- This will reveal the **Setting’s Menu**
  - From this menu, click on the **Add to Page** option
    - Please note: the Setting’s Menu will vary depending on the mobile device and web browser you are utilizing to access the survey
  - The example below for using **Samsung’s Internet** web browser
Instructions for Adding the survey to a Mobile Device’s Home Screen – cont.:

- This will open a **Location** option page asking where on the mobile device to add the current web page
  - Select **Home screen**
    - **Please note**: the Location page will vary depending on the mobile device and web browser you are utilizing to access the survey
  - The example below for using **Samsung’s Internet** web browser
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Instructions for Adding the survey to a Mobile Device’s Home Screen – cont.:

• This will open a **Change the Web Page Name** option page asking you to rename the web page
  o You can keep the given name: **Online Survey Software** | **Qualtrics Survey** or you can rename it to a different name
    ▪ Click **Add**
    ▪ This will open a **Confirmation Page**
      • Click **Add** a second time
        o **Please note**: these pages will vary depending on the mobile device and web browser you are utilizing to access the survey
          ▪ The examples below for using **Samsung’s Internet** web browser

If needed, use this page to **Change the Web Page Name**.

This is your **Confirmation Page**.

This is your added **Home screen**.
Instructions for Adding the survey to a Mobile Device’s Home Screen – cont.:

• After clicking Add on the previous Confirmation Page, the Qualtrics survey will be added as an application icon on your mobile device’s home screen
  ◦ Please note: placement and view of this icon will vary depending on the mobile device and web browser you are utilizing to access the survey
    ▪ The example below is from a Samsung Smartphone
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Instructions for Adding the survey to a Mobile Device’s Home Screen – cont.:

• You can click on the **Qualtrics: WesternU COVID-19 Self-Screening Survey** icon each day you need to fill out the form

  - This will open the survey within your mobile device’s web browser
    - From here, you can fill out the form per usual

• **Please note:** this web page will vary depending on the mobile device and web browser you are utilizing to access the survey
  - The example image below is from a **Samsung’s Internet**