

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



- **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

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

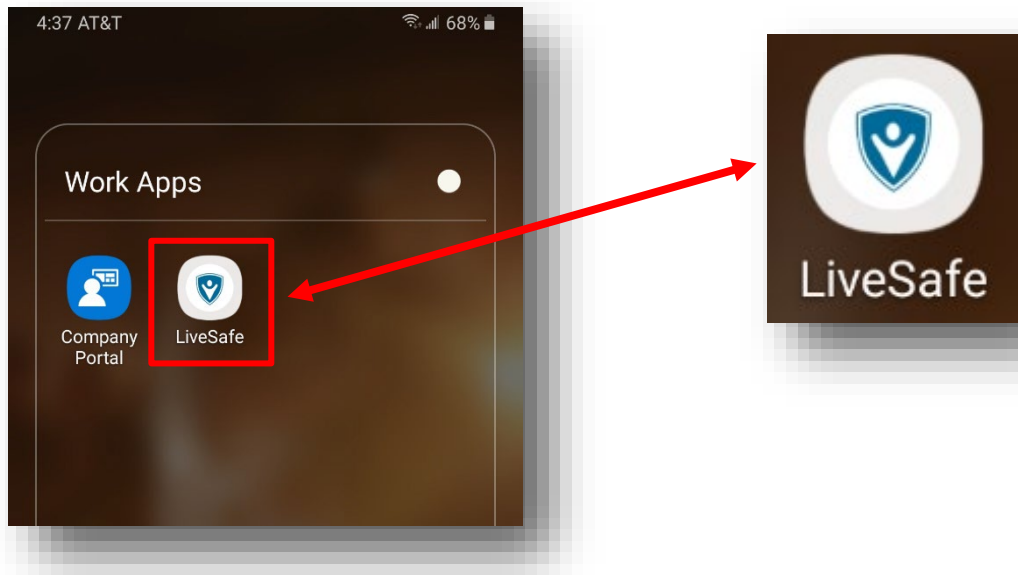
Accessing the *WesternU COVID-19 Self-Screening Survey* from the *LiveSafe* App:

***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/>
-

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

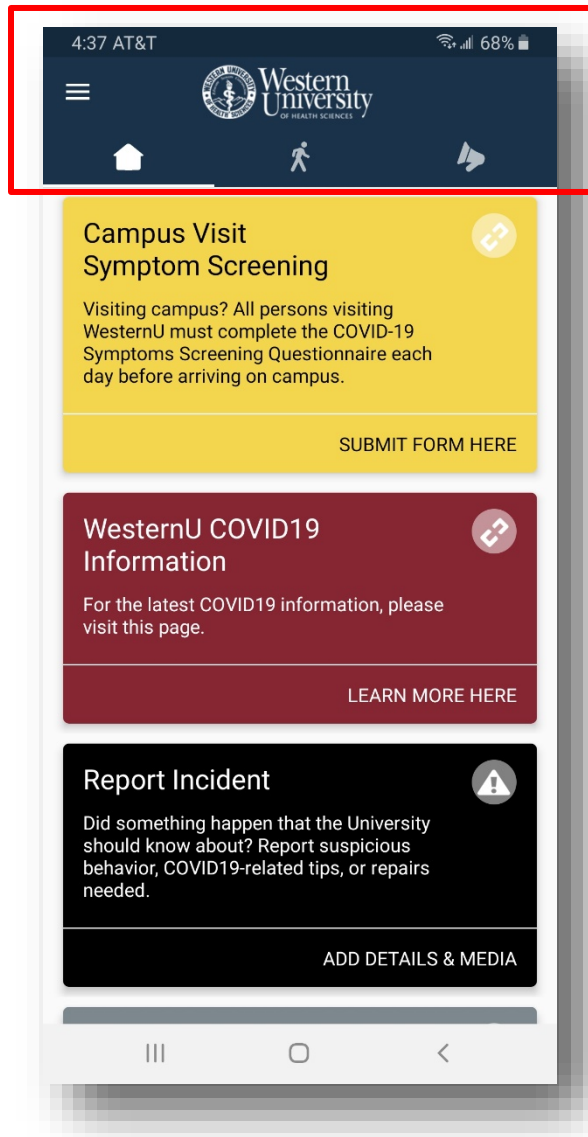
- Find the **LiveSafe** app on your mobile device and click the icon to open



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

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

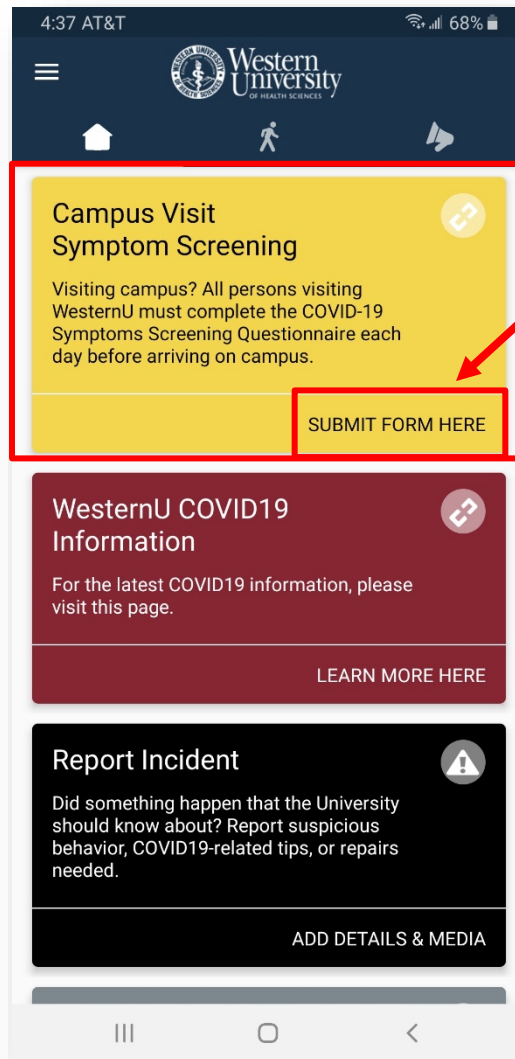
- With the **LiveSafe** app open, confirm you are using the app through WesternU by seeing our logo at the top



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

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

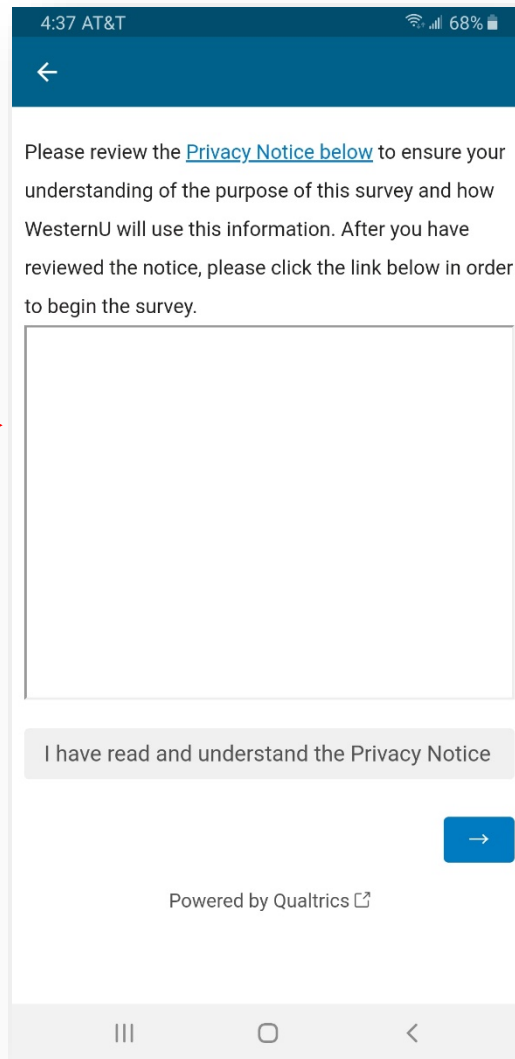


Accessing the WesternU COVID-19 Self-Screening Survey on a Mobile Device

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.



4:37 AT&T 68%

←

Please review the [Privacy Notice below](#) to ensure your understanding of the purpose of this survey and how WesternU will use this information. After you have reviewed the notice, please click the link below in order to begin the survey.

I have read and understand the Privacy Notice

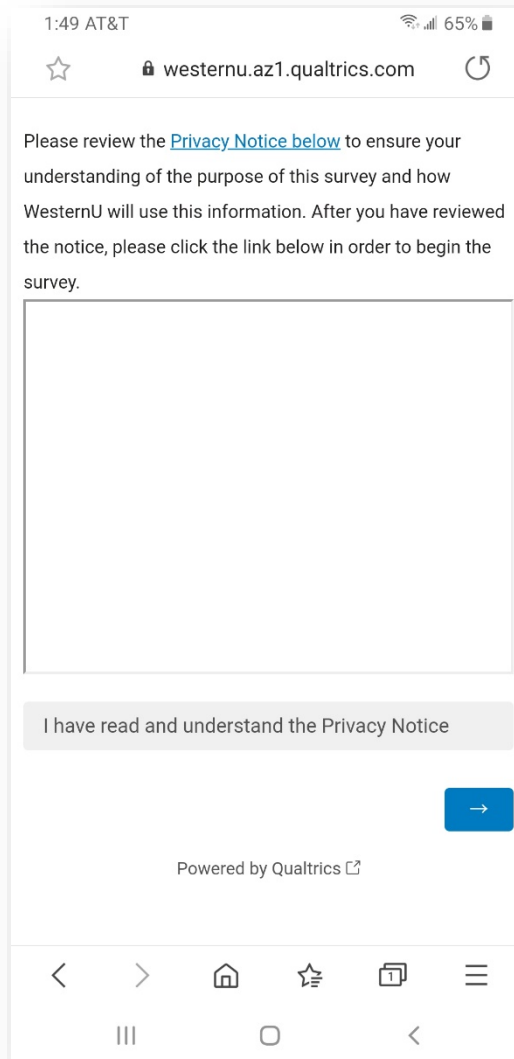
→

Powered by Qualtrics

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

Instructions for Adding the *WesternU COVID-19 Self-Screening Survey* to a Mobile Device's Home Screen:

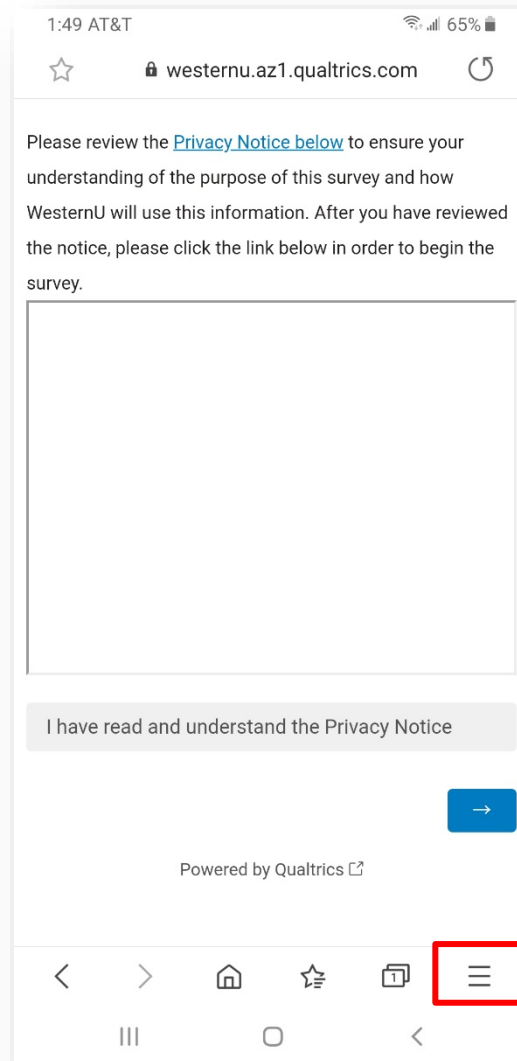
- Use your mobile device's web browser to access the ***WesternU COVID-19 Self-Screening Survey*** with this web address:
 - <https://covid.westernu.edu/>
 - See below a screenshot for view of the survey's homepage
 - **Please note:** this view will vary depending on the mobile device and web browser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



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

Instructions for Adding the survey to a Mobile Device's Home Screen – cont.:

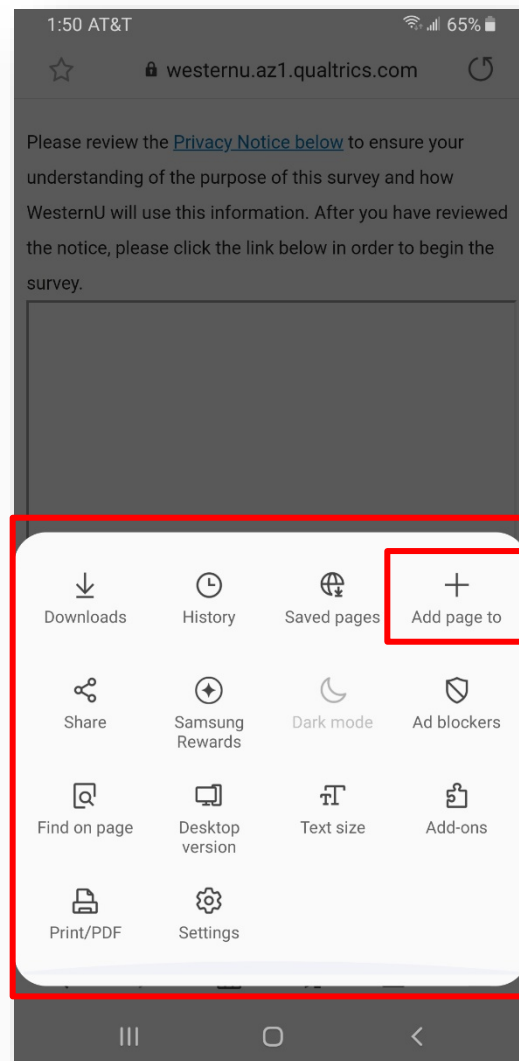
- When on the survey's homepage, click your mobile device's web browser **Settings** icon
 - **Please note:** what this icon looks like and where it is located will vary depending on the mobile device and web browser you are utilizing to access the survey
 - The example below for using **Samsung's Internet** web browser



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

Instructions for Adding the survey to a Mobile Device's Home Screen – cont.:

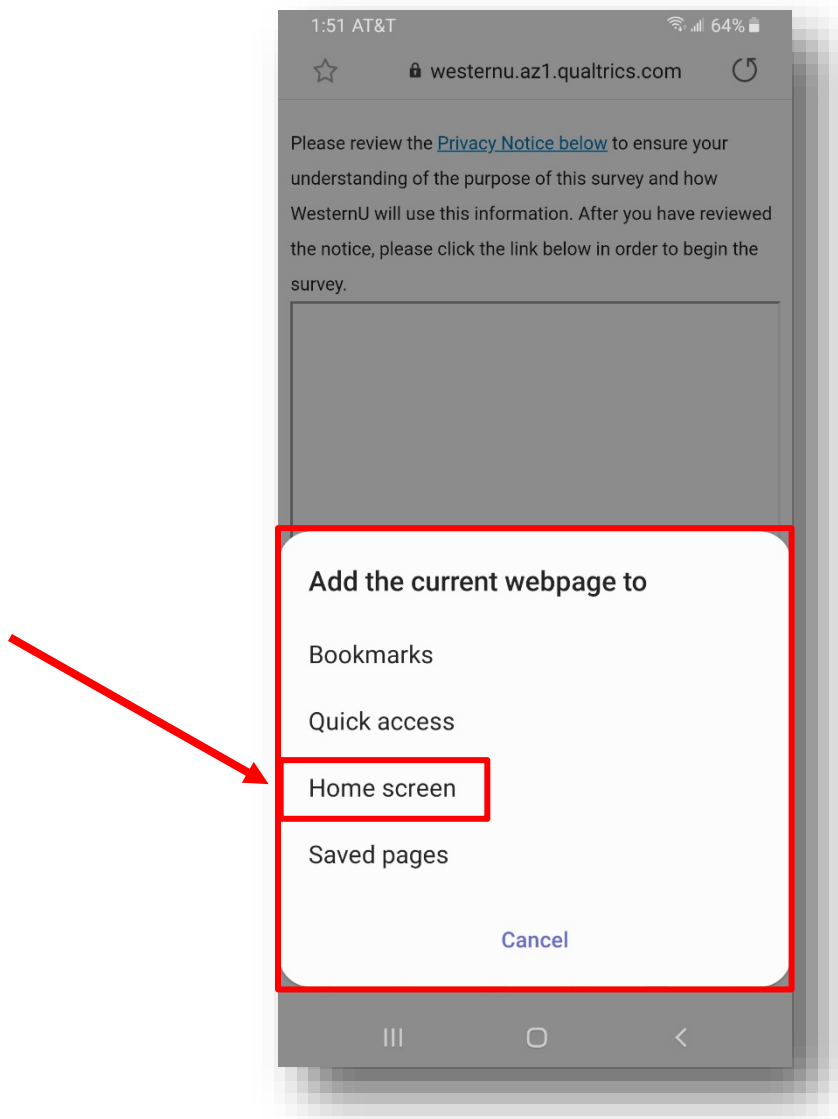
- This will reveal the **Setting's Menu**
 - From this menu, click on the **Add to Page** option
 - **Please note:** the Setting's Menu will vary depending on the mobile device and web browser you are utilizing to access the survey
 - The example below for using **Samsung's Internet** web browser



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

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

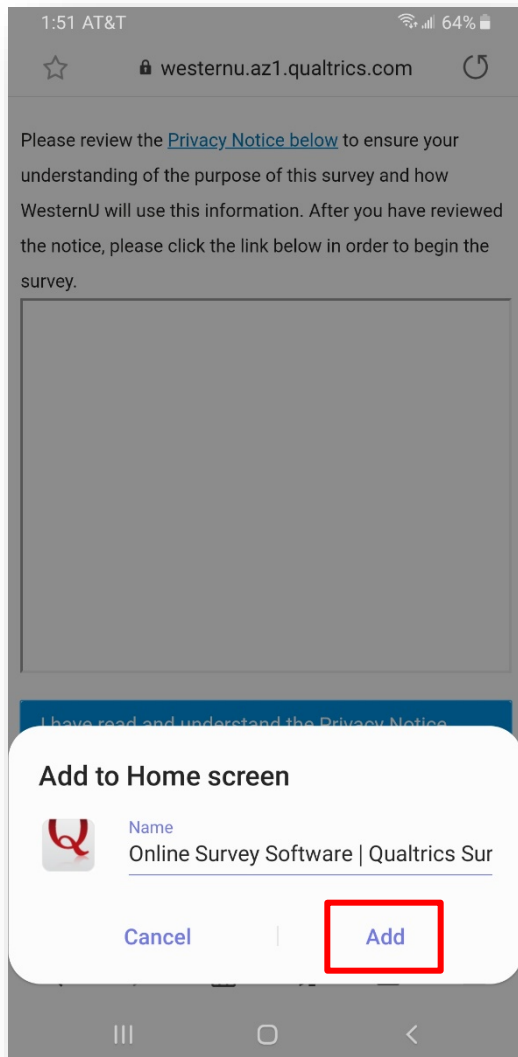


Accessing the WesternU COVID-19 Self-Screening Survey on a Mobile Device

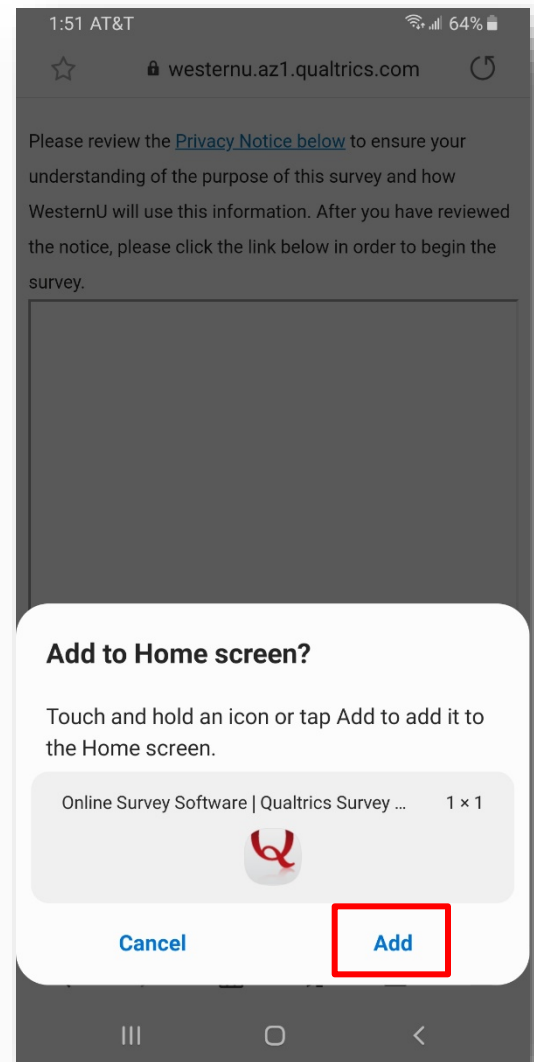
Instructions for Adding the survey to a Mobile Device's Home Screen – cont.:

- This will open a **Change the Web Page Name** option page asking you to rename the web page
 - 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
 - **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.**



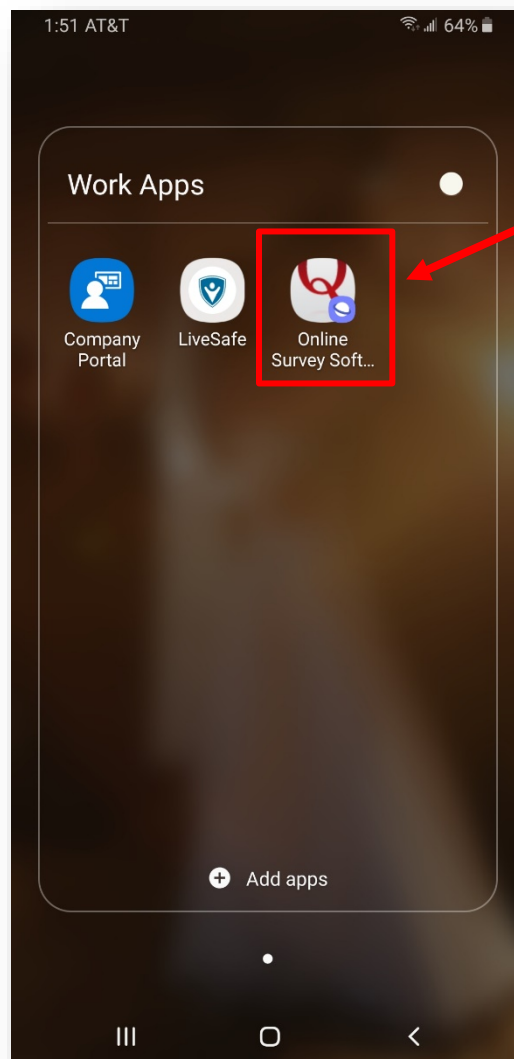
This is your **Confirmation Page.**



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

Instructions for Adding the survey to a Mobile Device's Home Screen – cont.:

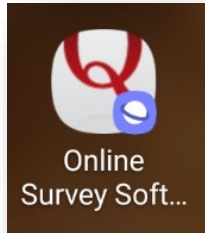
- After clicking **Add** on the previous **Confirmation Page**, the Qualtrics survey will be added as an application icon on your mobile device's home screen
 - **Please note:** placement and view of this icon will vary depending on the mobile device and web browser you are utilizing to access the survey
 - The example below is from a **Samsung Smartphone**



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

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**

