

Background Information:

*Every student, faculty, staff, and visitor <u>must fill out</u> 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: <u>https://covid.westernu.edu/</u>
- Method of Access: Mobile Device with QR Code Reader
 - \circ $\,$ Scan the below QR Code into your QR Code Reader app: $\,$



• Method of Access: Any Mobile Device

- o 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 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
 - o Select WesternU for the Pomona campus
 - Select *WesternU Oregon* for the Lebanon campus
- Please <u>click here</u> 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
 - o 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



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





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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Symptom Screening	
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	SUBMIT FORM HERE
visit this page.	
	LEARN MORE HERE
Report Incident	A
Did something happen that t should know about? Report	the University suspicious
behavior, COVID19-related ti needed.	ps, or repairs
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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
 - \circ $\;$ 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





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:
 - o 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
 - o The example below for using *Samsung's Internet* web browser

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- 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

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- This will reveal the Setting's Menu
 - o 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

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- This will open a *Location* option page asking where on the mobile device to add the current web page
 - o 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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	☆ the westernu.az1.qualtrics.com
	Please review the <u>Privacy Notice below</u> 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.
	Add the current webpage to
	Bookmarks
	Quick access
*	Home screen
	Saved pages
	Cancel



- 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





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*



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



- \circ $\;$ 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

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