

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

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## 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

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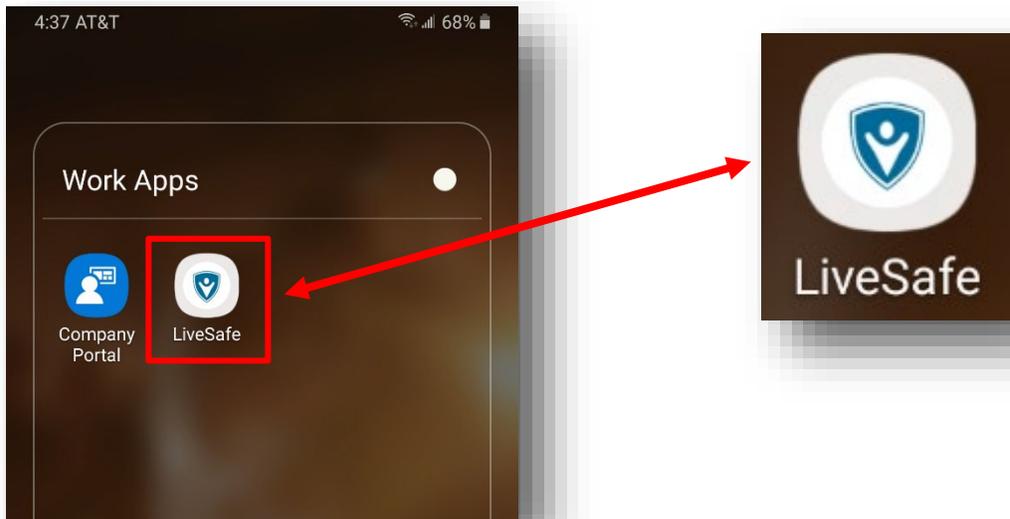
## Accessing the *WesternU COVID-19 Self-Screening Survey* from the *LiveSafe* App:

### \*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/>
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## Instructions for Using the *LiveSafe* App for the *WesternU COVID-19 Self-Screening Survey*:

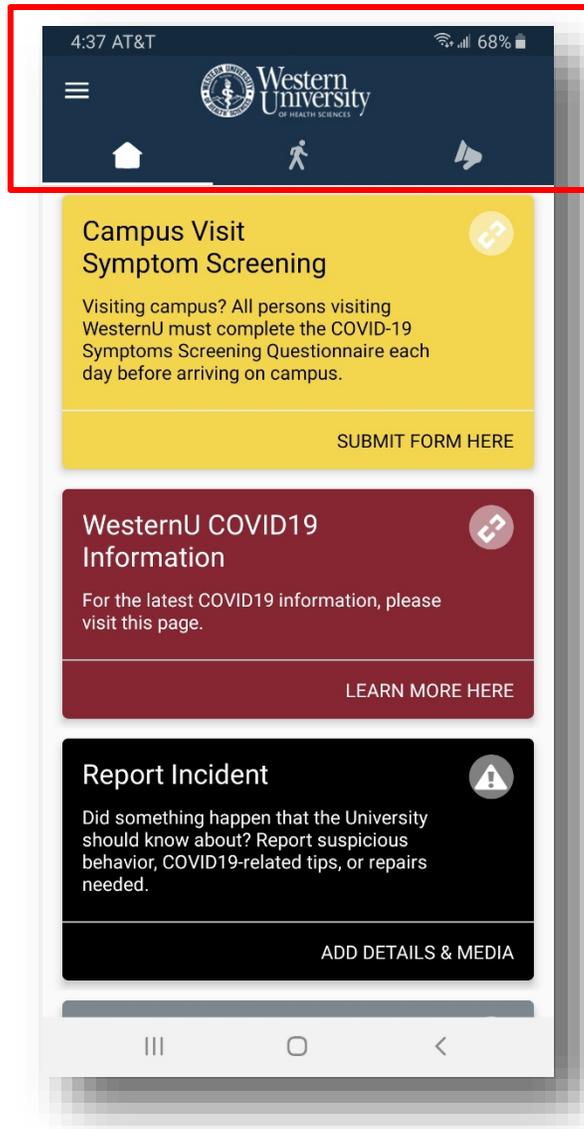
- Find the **LiveSafe** app on your mobile device and click the icon to open



# 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.:

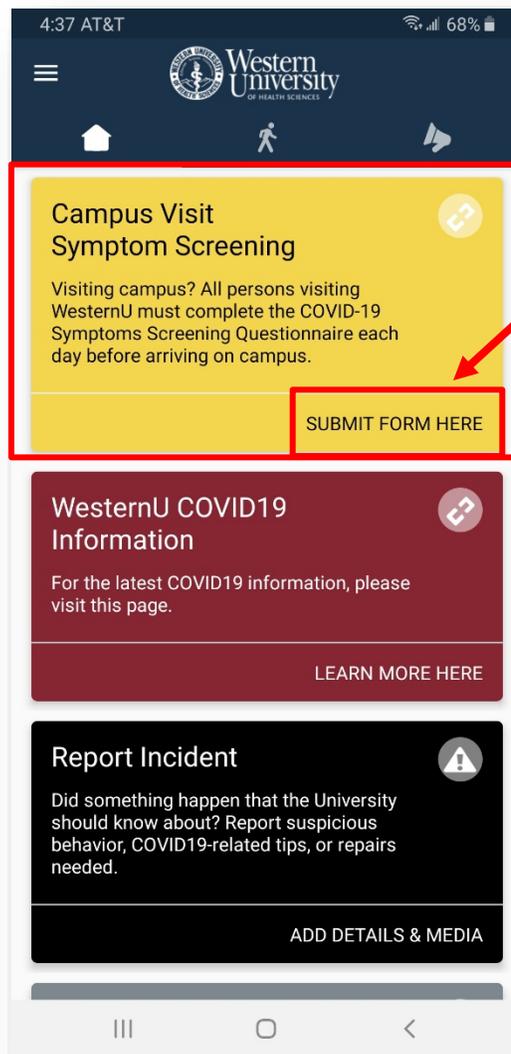
- With the *LiveSafe* app open, confirm you are using the app through WesternU by seeing our logo at the top



# 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

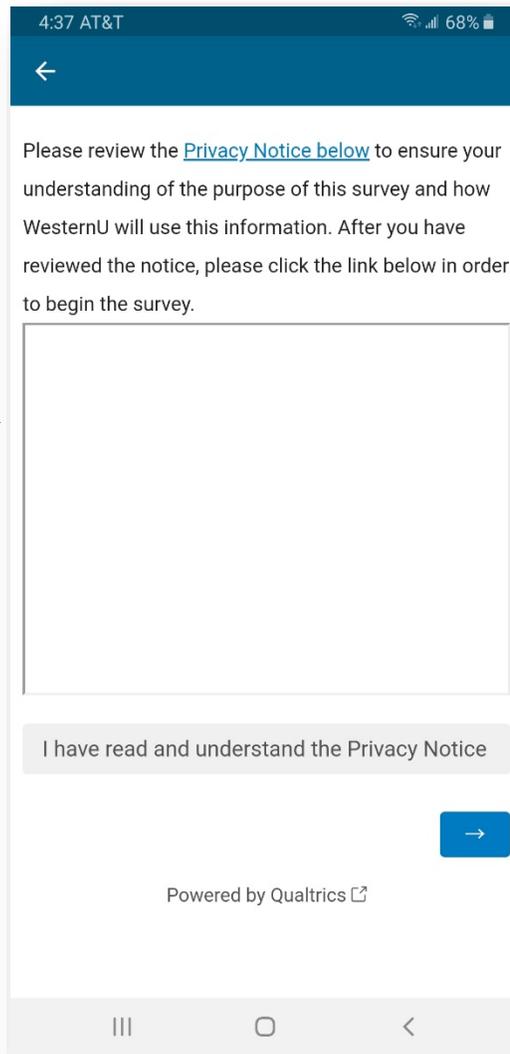


# Accessing the WesternU COVID-19 Self-Screening Survey on a Mobile Device

## 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

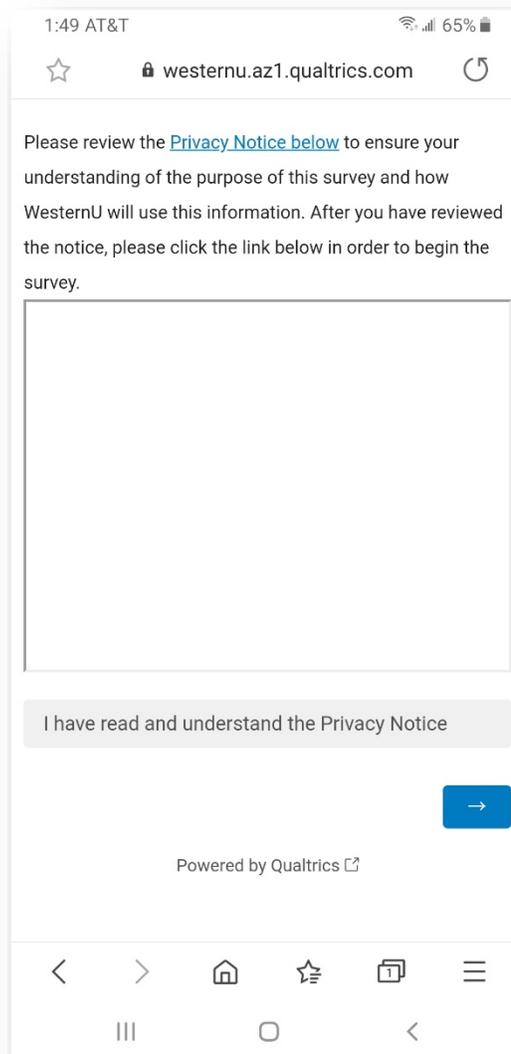
View of the **WesternU COVID-19 Self-Screening Survey** homepage.



# 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.:

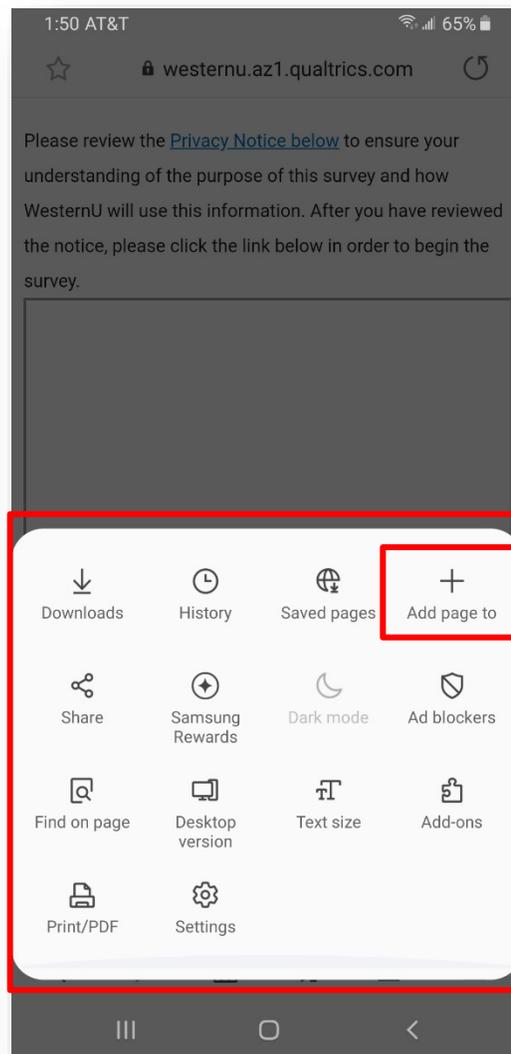
- When on the survey's homepage, click your mobile device's web browser **Settings** icon
  - **Please note:** what this icon looks like and where it is located will vary depending on the mobile device and web browser you are utilizing to access the survey
    - The example below for using **Samsung's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

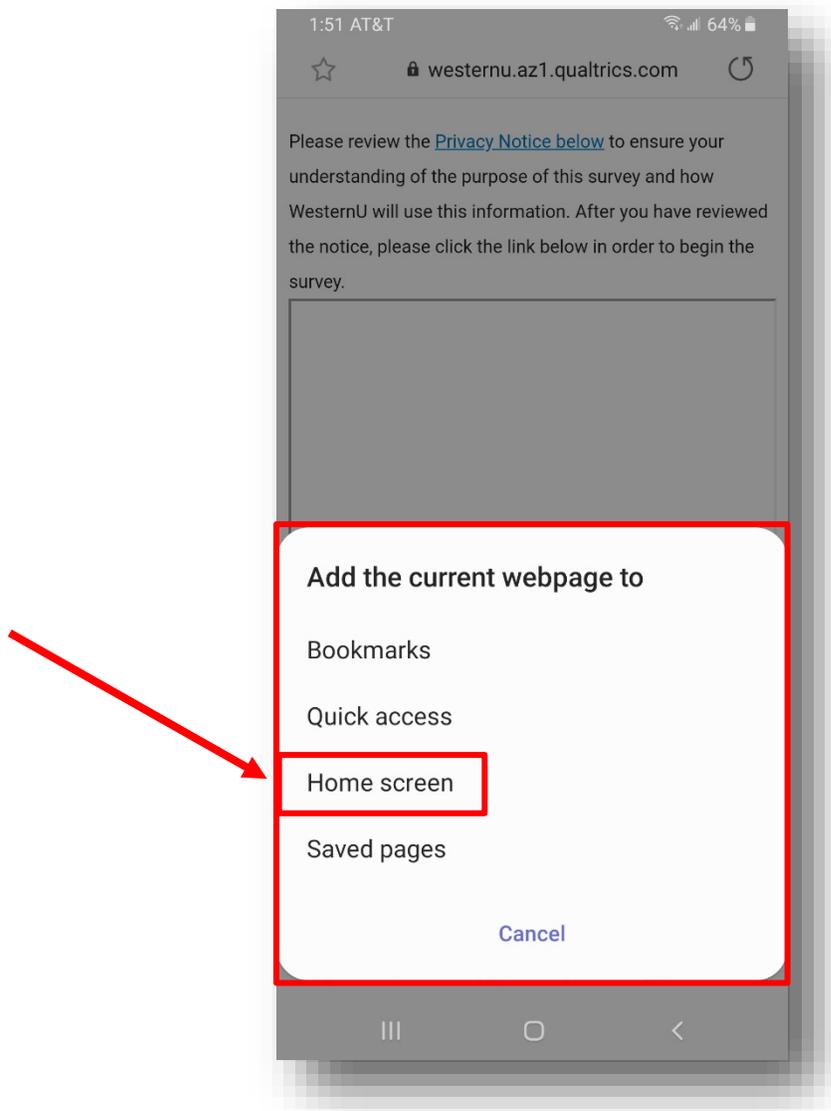


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## Instructions for Adding the survey to a Mobile Device's Home Screen – cont.:

- 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

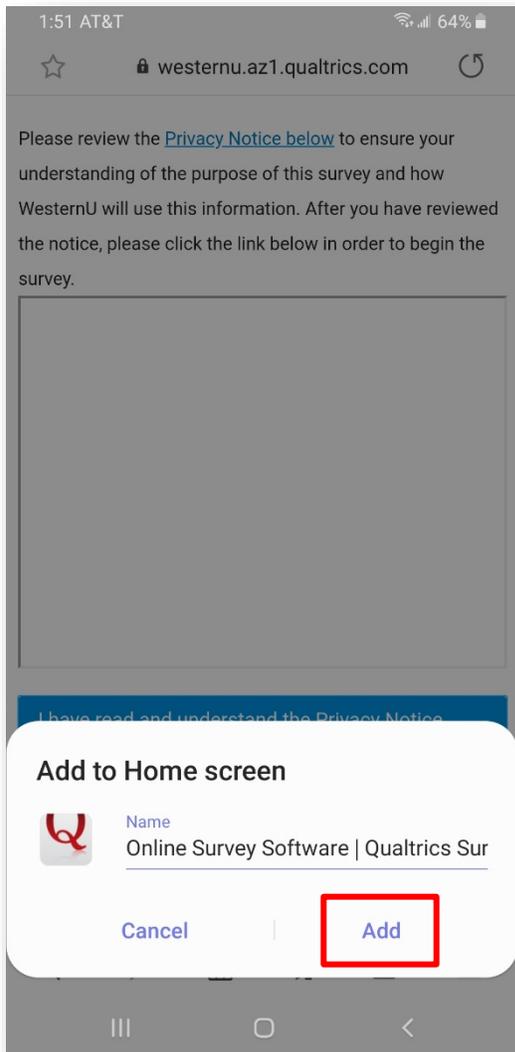


# Accessing the WesternU COVID-19 Self-Screening Survey on a Mobile Device

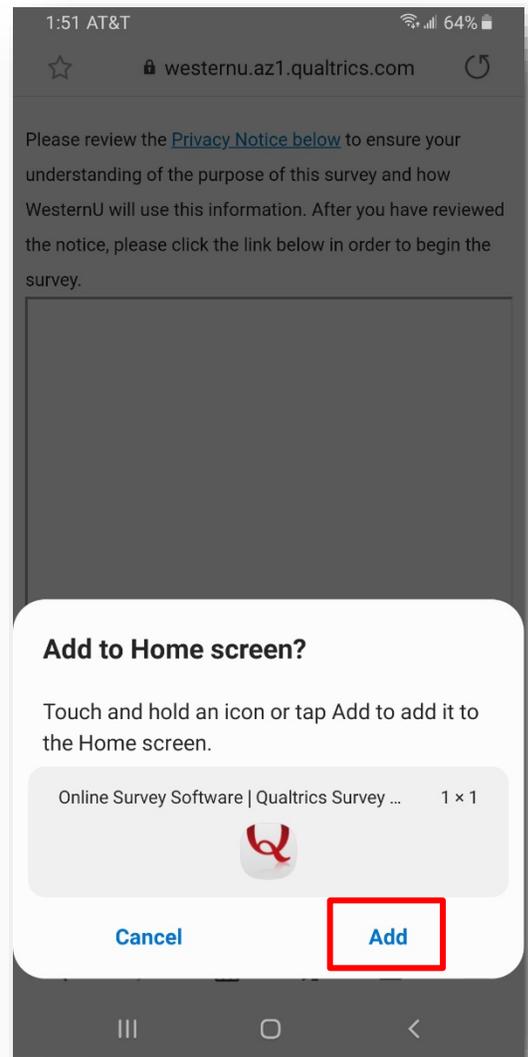
## Instructions for Adding the survey to a Mobile Device's Home Screen – cont.:

- 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.

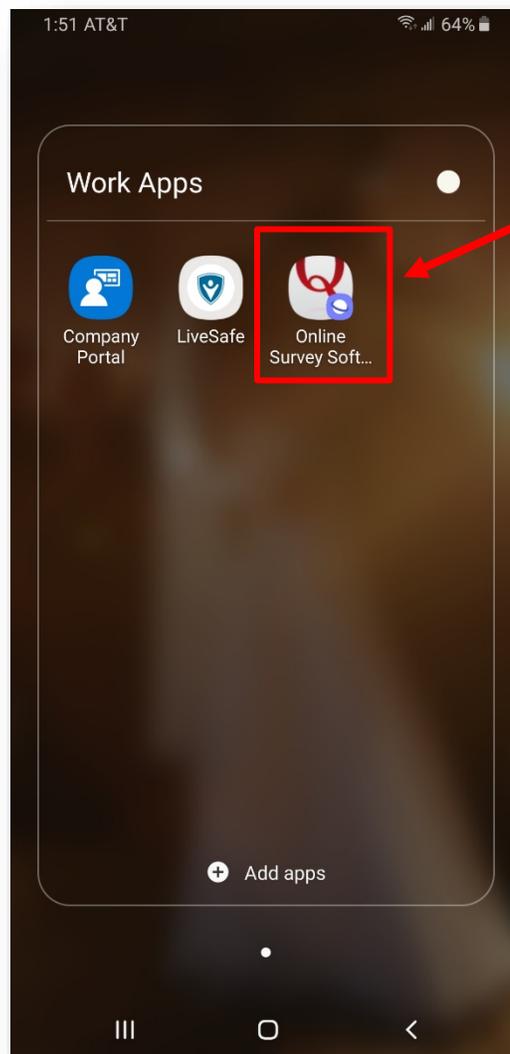


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## Instructions for Adding the survey to a Mobile Device's Home Screen – cont.:

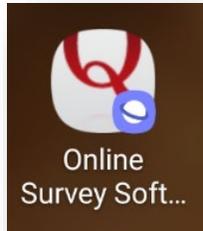
- After clicking **Add** on the previous **Confirmation Page**, the Qualtrics survey will be added as an application icon on your mobile device's home screen
  - **Please note:** placement and view of this icon will vary depending on the mobile device and web browser you are utilizing to access the survey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

