



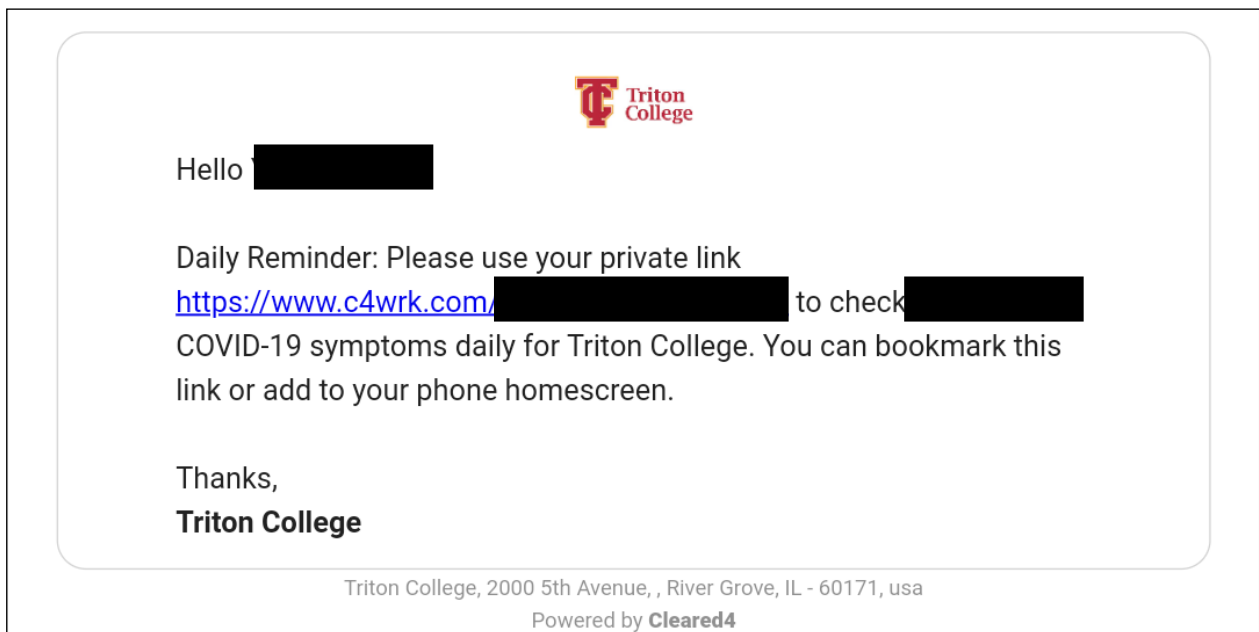
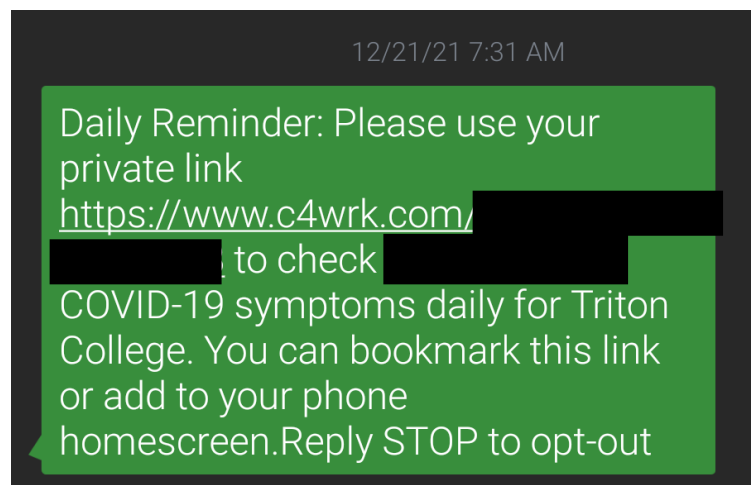
# **The How-To Guide for Cleared4**

## **Daily Symptom Checker App**

## STEP 1:

You will receive a “Daily Reminder” email from no-reply@cleared4work.com or text message with a personal link. Click this link to access the health survey.

Note: This link is unique to you and will always bring you to your Cleared4 account for viewing your Access Pass. Do not share this link with anyone!



If you are a first time user or guest please move on to the second section of this document.

## STEP 2:

You will be prompted to retake the health survey.



**Triton College** Vaccination Records

### Welcome

In the midst of the 2020 global Coronavirus pandemic, Triton College's main priority is to keep their staff and students as safe as possible.

**Your organization would like you to retake the full survey please.**

**Retake Survey**

A notice will pop up with information on why you are being asked to retake the survey. Click close after reading the whole notice.

**Notice**

The CDC estimates there have been at least 22.7M Covid-19 cases and 379,000 deaths in the US and 91M cases worldwide and 1.95M deaths (as of January 2021). The questions in the following health assessment are meant to determine whether an individual with flu symptoms is at high-risk for needing medical attention based on CDC and FDA criteria.

**Continue**

### STEP 3:

The health survey is a series of questions asking about symptoms you've been having or are having and if you have been in contact with anyone who has tested positive in the last two weeks.

Answer yes or no to the best of your knowledge for all the questions.



**Have you experienced any known symptoms of Covid-19 such as a fever over 100.4, any difficulty breathing, unexplained cough, chest pressure or pain, difficulty moving normally, changes to smell or taste, chills, signs of a cold, or an unexplained feeling of being unwell in the last 24 hours?**

Yes



No



## STEP 4:

The last question of the survey will ask you how many days you have been symptom free.

Hit **submit** when you are finished to see your results.



### Symptom Free

How many days have you had No Symptoms?

1	2	3	4
5	6	7	8
9	10	11	12
13	14+		

Submit

You will see a “symptom free” screen or a screen prompting you to follow up with the nurse for guidance.

Click **go to home screen** to generate your pass.



### Symptom Free

Based on your answers, you have been identified as someone who is free from active symptoms of [Show More+](#)

Go to home screen

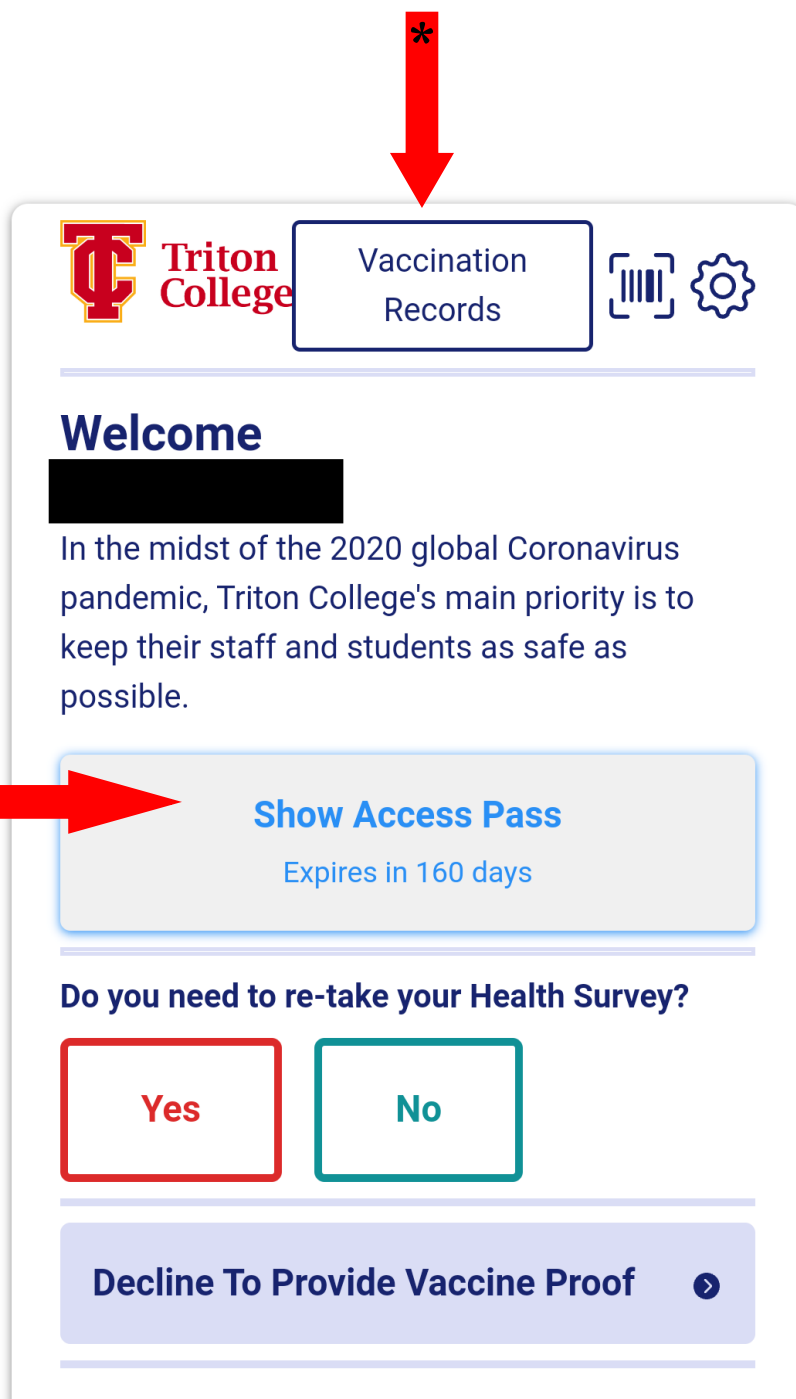
## STEP 5:

You can show your pass anytime by clicking

“Show Access Pass”

\*From this screen you can also view your **vaccination records** and personal user data.

You can retake the health survey every day.



The screenshot shows the Triton College mobile app interface. At the top left is the Triton College logo. To its right is a button labeled "Vaccination Records" with a red arrow pointing to it from above, and an asterisk above the arrow. Further right are icons for a QR code and a gear. Below the header is a "Welcome" section with a blacked-out name and a paragraph of text. Below that is a large button labeled "Show Access Pass" with "Expires in 160 days" underneath it, and a red arrow pointing to it from the left. Below the button is a question: "Do you need to re-take your Health Survey?" with two buttons: "Yes" (red border) and "No" (teal border). At the bottom is a button labeled "Decline To Provide Vaccine Proof" with a right-pointing arrow.

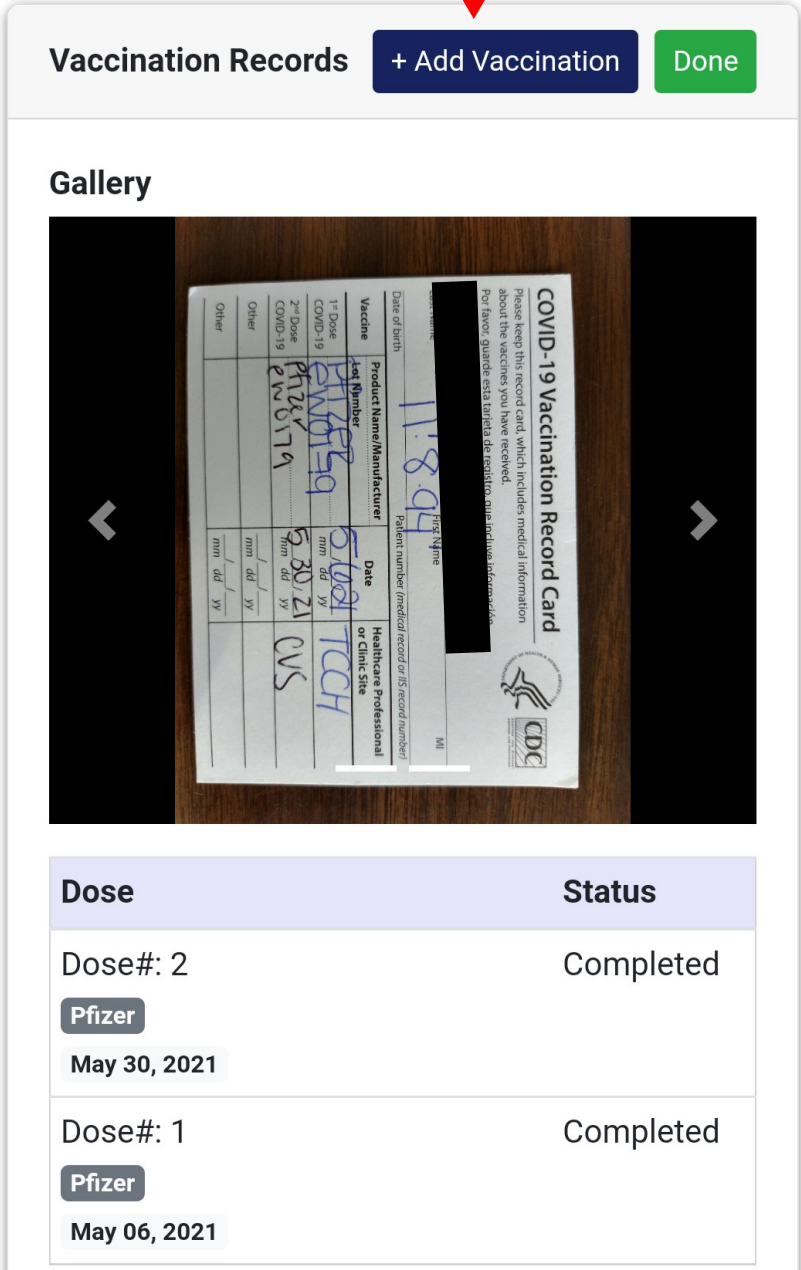
## STEP 6:

If you have gotten a 2nd or 3rd dose you can add the data from this page.

Click **Add Vaccination** at the top and follow the prompts to add in the name, date, and dosage.

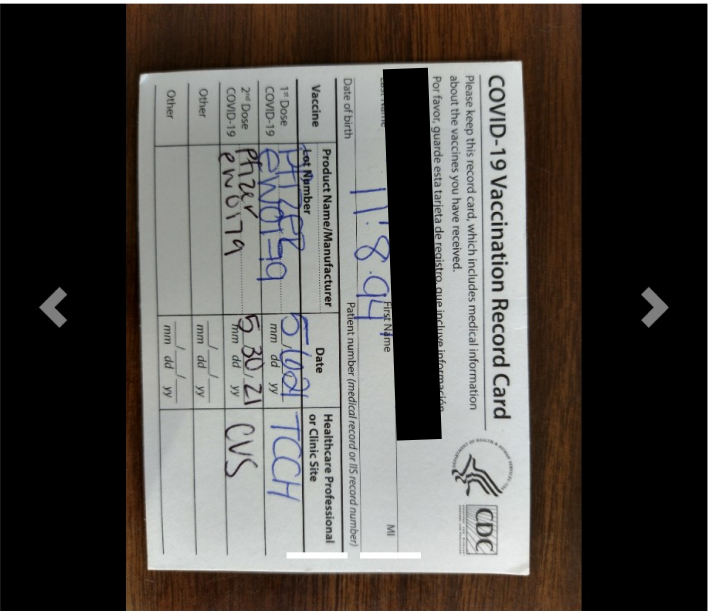
If you have not yet added your vaccination data you can do so at this time.

Check out our **“The How-To Guide for Cleared4”** for more information.



Vaccination Records **+ Add Vaccination** Done

### Gallery



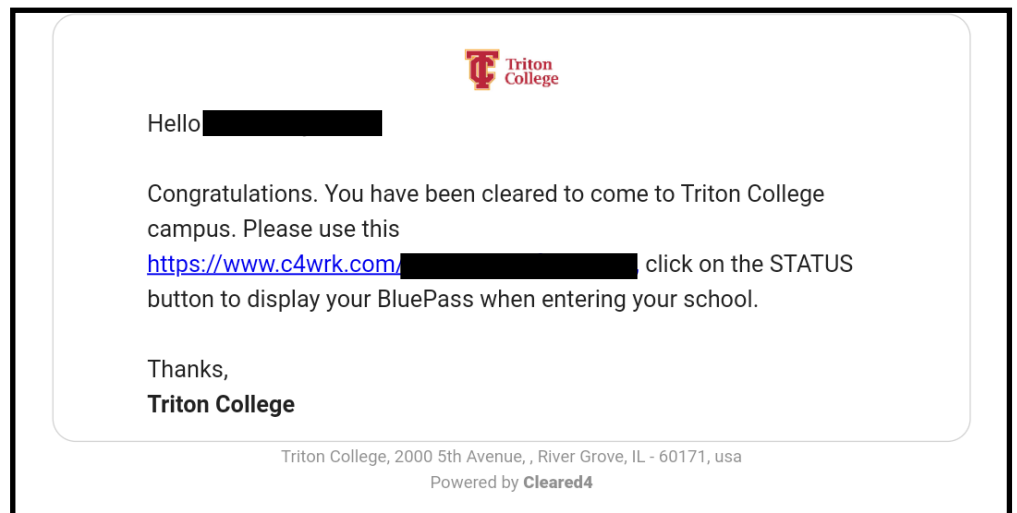
COVID-19 Vaccination Record Card  
Please keep this record card, which includes medical information about the vaccines you have received.  
Por favor, guarde esta tarjeta de registro, que incluye información

Dose	Status
Dose#: 2 Pfizer May 30, 2021	Completed
Dose#: 1 Pfizer May 06, 2021	Completed

## STEP 7:

This is your cleared for campus unique pass. Screenshot this pass for your records. If you lose the screenshot you can always access this screen again from the unique link in your email.

You will get a confirmation email as show below that has your unique link for the next time you need to access the Cleared4 platform.







**Note:**

You will be sent daily reminders to check your symptoms on the Cleared4 interface.

Don't forget to check-in before coming into work or class.

**Daily session reminder**

 no-reply@cleared4work.com ...  
[Redacted]  
Mon 1/3/2022 7:34 AM



Hello [Redacted]

Daily Reminder: Please use your private link [https://www.c4wrk.com/\[Redacted\]](https://www.c4wrk.com/[Redacted]) to check [Redacted] COVID-19 symptoms daily for Triton College. You can bookmark this link or add to your phone homescreen.

Thanks,  
**Triton College**

Triton College, 2000 5th Avenue, , River Grove, IL - 60171, usa  
Powered by **Cleared4**



# **How-To Guide:**

# **First Time**

# **Users and**

# **Guest Access**

# **Daily Symptom**

# **Checker App**



Vaccination  
Records

Test  
Results



## Welcome Example Student

In the midst of the 2020 global Coronavirus pandemic, Triton College's main priority is to keep their staff and students as safe as possible.

**Your organization would like you to retake the full survey please.**

**Retake Survey**

### STEP 1:

You will be prompted to retake the health survey.



A notice will pop up with information on why you are being asked to retake the survey. Click close after reading the whole notice.

#### Notice

The CDC estimates there have been at least 22.7M Covid-19 cases and 379,000 deaths in the US and 91M cases worldwide and 1.95M deaths (as of January 2021). The questions in the following health assessment are meant to determine whether an individual with flu symptoms is at high-risk for needing medical attention based on CDC and FDA criteria.

Continue

## STEP 2:

The health survey is a series of questions asking about symptoms you've been having or are having and if you have been in contact with anyone who has tested positive in the last two weeks.

Answer yes or no to the best of your knowledge for all the questions.



Have you experienced any known symptoms of Covid-19 such as a fever over 100.4, any difficulty breathing, unexplained cough, chest pressure or pain, difficulty moving normally, changes to smell or taste, chills or night sweats, signs of a cold, or an unexplained feeling of being unwell in the last 24 hours?

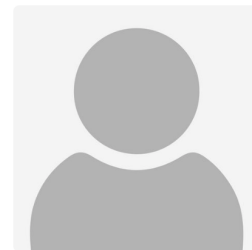
Yes



No



**CLEARED4CLASS**   
Safely Reopening Our World™



## Symptom Free

### Example Student

Based on your answers, you have been identified as someone who is free from active symptoms of [Show More+](#)

Go to home screen

### STEP 3:

You will be given a **Green Pass** status to indicate that you are symptom free.

You will have to submit vaccination data or test results in order to get cleared for campus.

Vaccination  
Records

Test  
Results



## Welcome Example Student

In the midst of the 2020 global Coronavirus pandemic, Triton College's main priority is to keep their staff and students as safe as possible.

[Click to Show Status](#)

COVID-19 Test rules not met for GreenPass

Do you need to re-take your Health Survey?

Yes

No

Upload Covid-19 Test Proof



Enter Your Vaccination Data



Decline To Provide Vaccine Proof



Example Student

Jan 03, 2022

Symptom Free

Based on your answers, you have been identified as someone who is free from active symptoms of a flu or flu-like illness. Therefore, you may return to class as a low risk to expose a communicable illness in the workplace. However, since symptoms of some illnesses including Coronavirus infection take up to 5 weeks to manifest, you should still maintain recommended group precautions and alert your school nurse if you have any changes to your well-being or new knowledge of exposure of yourself or a close contact to Coronavirus or other serious communicable illness.

### Note:

If you click **Test Results** at the top you will be sent a verification code to your email.

Make sure to have your results ready.

## STEP 4:

Upload a photo of your vaccine card here. You have the option to take a picture or find it in your phone gallery.

You will be prompted to enter the name of the vaccine, dosage number and the date you received each one.


Click **Done** when you are finished.

You can always come back to this screen and click “add vaccination” to submit more data.

### Add Vaccination

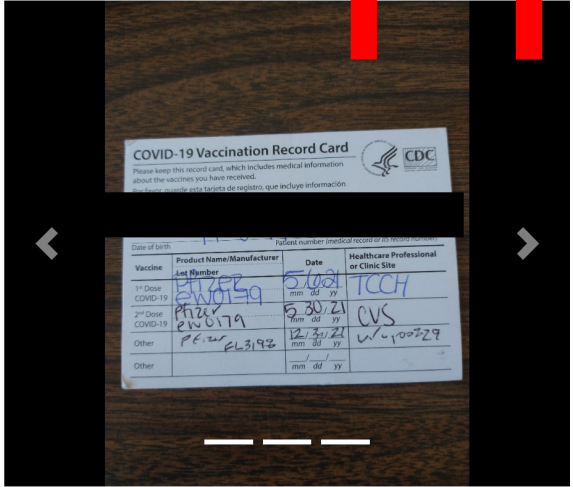
Please complete the following steps to upload a photo of your vaccination card or screenshot of your digital vaccination record. **You must upload all your vaccination information to be considered for access. (e.g. Dose 1, Dose 2, etc)**

If you have multiple cards with different doses or boosters, you will be able to upload them as part of this process. All records are stored in a HIPAA compliant manner.

[Upload your vaccination proof](#) 

Vaccination Records [+ Add Vaccination](#) [Done](#)

Gallery



Dose	Status
Dose#: 3 Pfizer Dec 30, 2021	Completed
Dose#: 2 Pfizer May 30, 2021	Completed
Dose#: 1 Pfizer	Completed

## STEP 5:

You will be given a **Blue Pass** indicating that you are cleared for campus.

Return to this screen to add test results, vaccine data, or to retake the health survey.



Vaccination  
Records

Test  
Results



## Welcome Example Student

In the midst of the 2020 global Coronavirus pandemic, Triton College's main priority is to keep their staff and students as safe as possible.

[Show Access Pass](#)

Expires in 147 days

Do you need to re-take your Health Survey?

Yes

No

[Decline To Provide Vaccine Proof](#)



Example Student

Jan 03, 2022

**Cleared For Triton  
College Campus**

You are now cleared to come to Triton College Campus. Please wear your mask, follow current guidelines, and enjoy the campus responsibly.

## Note:

You will be sent daily reminders to check-in. You will not have to retake the health survey if you are vaccinated and not experiencing symptoms. Those uploading tests will continue to do so.