



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

**Get cleared to come to campus  
right from your phone.**

## **STEP 1:**

You will receive a “Welcome to Cleared4” email from no-reply@cleared4work.com with a personal link. Click this link to register on the Cleared4 platform and to access your pass.

**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 else!



Hello [REDACTED]

Please visit [https://www.c4wrk.com/PMF/\[REDACTED\]](https://www.c4wrk.com/PMF/[REDACTED]) to update your COVID-19 Vaccination Status and see if you are ready to come back to Triton College.

Thanks,  
**Triton College**

## STEP 2:

You will be prompted to read and accept the Cleared4 disclaimer before you can claim your Cleared4 account. Click the **Read and accept disclaimer** button.

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Safely Reopening Our World™



## 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.

**Read and accept  
disclaimer**


**STEP 3:**  
Click the  
**I Accept** button  
to verify that you  
have read the  
disclaimer.

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## Disclaimer

You understand and acknowledge that all users of this website are responsible for their own medical care, treatment, and oversight. All of the content provided on the website, including text, treatments, dosages, outcomes, charts, profiles, graphics, photographs, images, advice, messages, and forum postings, are for informational purposes only and DOES NOT CONSTITUTE THE PROVIDING OF MEDICAL ADVICE and is not intended to be a substitute for independent professional medical judgment, advice, diagnosis, or treatment.

The content is not intended to establish a standard of care to be followed by a user of the website. You understand and acknowledge that you should always seek the advice of your physician or other qualified health provider with any questions or concerns you may have regarding your health. You also understand and acknowledge that you should





## 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.

**Upload Covid-19 Test Proof**



**Enter Your Vaccination Data**



**Decline To Provide Vaccine Proof**

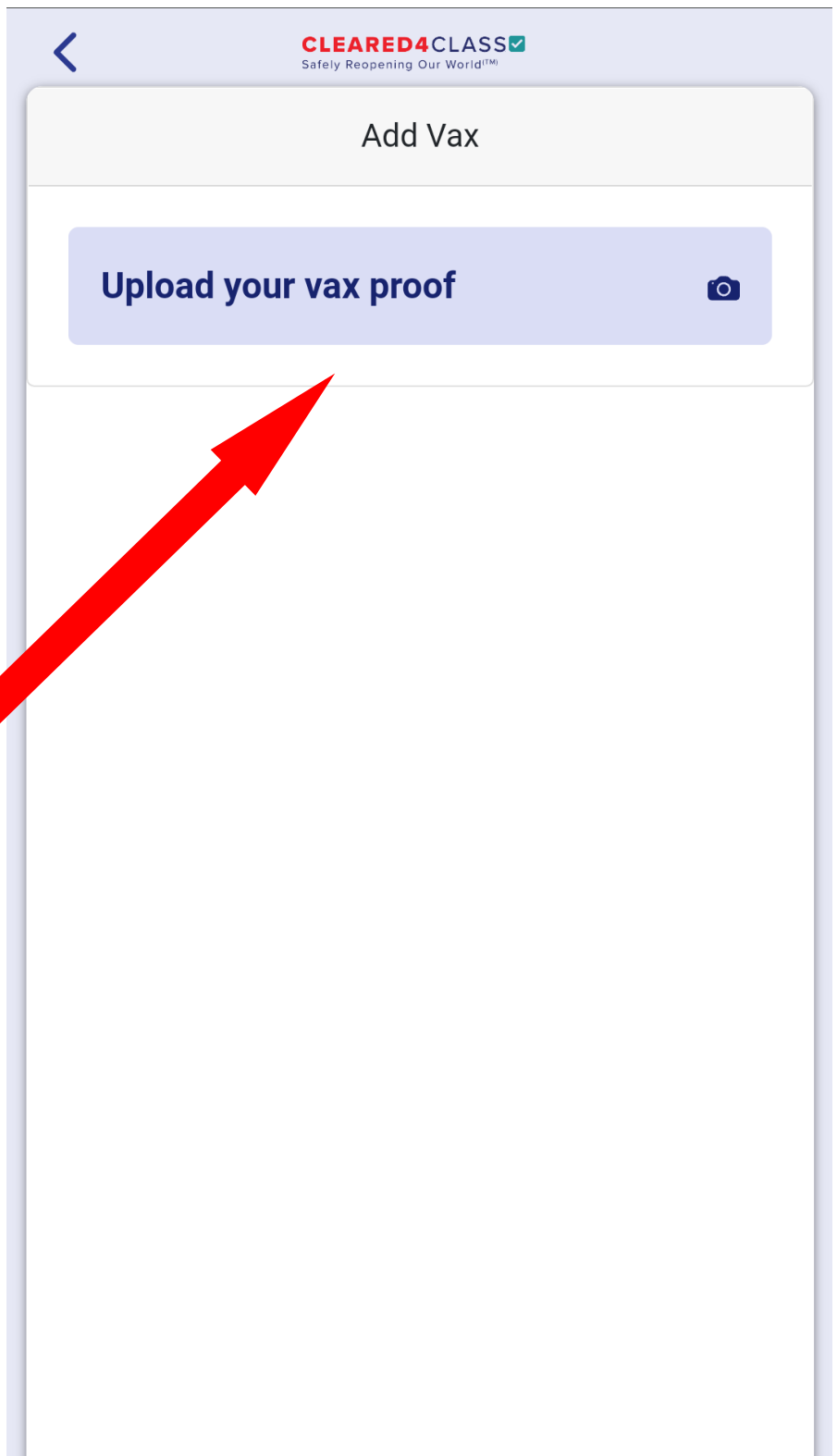


### STEP 4:

If you are vaccinated please upload your vaccination data.



If you are not you can upload your Covid-19 test results. Proceed to **step 12** for directions.



**STEP 5:**

Click the camera icon to upload a picture of your vaccination card. Make sure to keep it handy for the next steps.

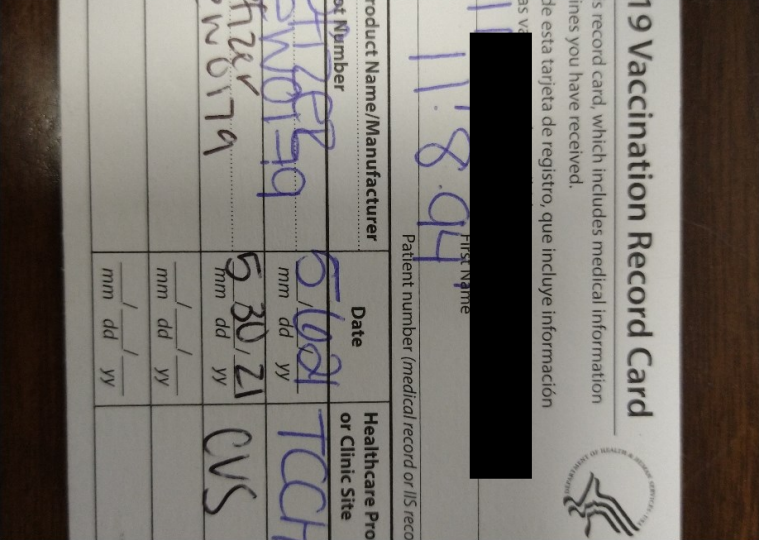
**STEP 6:**

Enter your vendor, dates, and which dose you got (1st or 2nd, in some cases 3rd).



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### Add Vax



19 Vaccination Record Card  
This record card, which includes medical information  
lines you have received.  
de esta tarjeta de registro, que incluye información  
de esta tarjeta de registro, que incluye información

| Product Name/Manufacturer | Date    | Healthcare Pro<br>or Clinic Site |
|---------------------------|---------|----------------------------------|
| SW0199                    | 5/10/21 | TCCH                             |
| SW0179                    | 5/30/21 | CVS                              |

Vendor\*

-- select a vendor --

Vaccination date\*

Dose\*

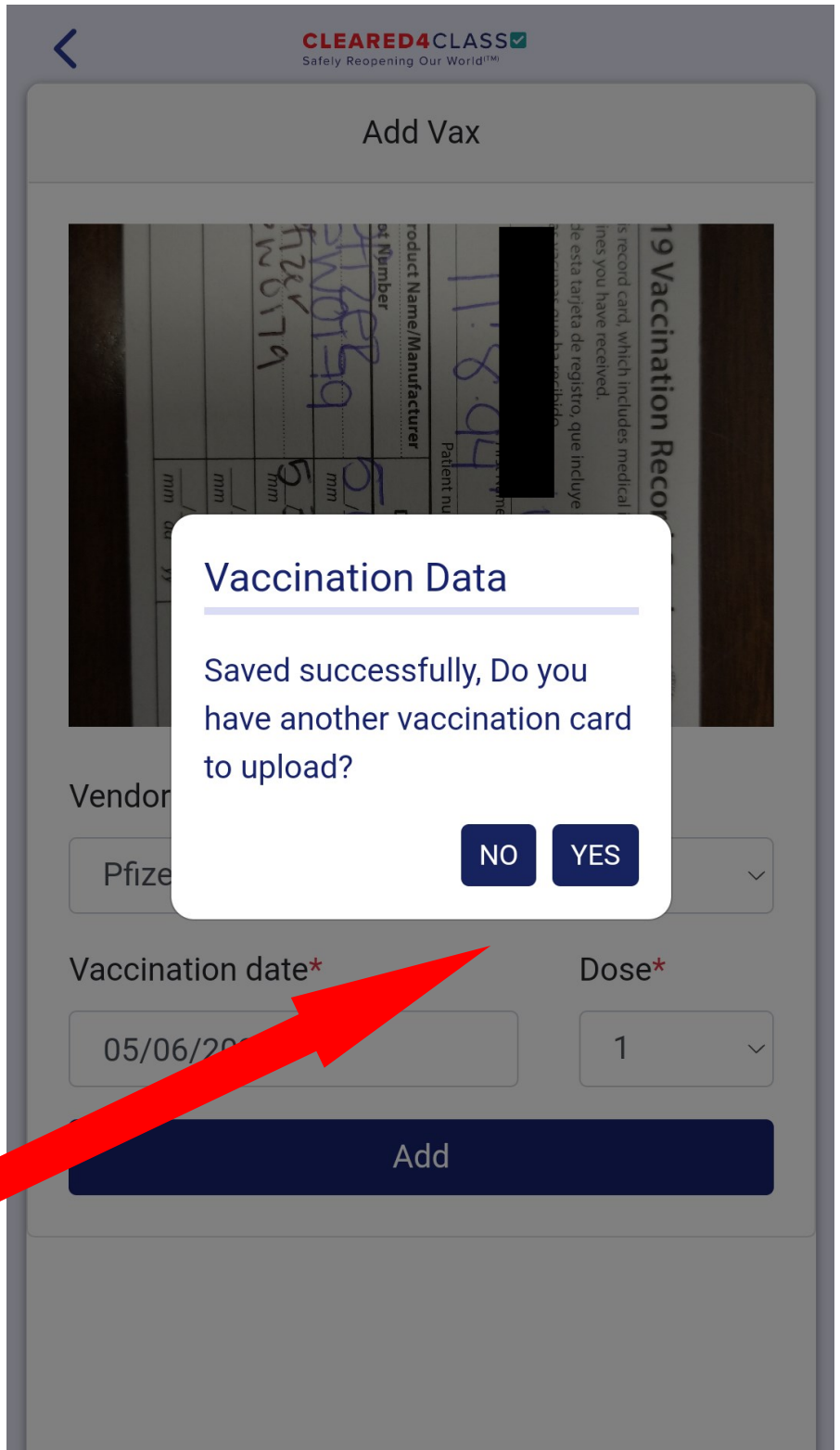
-- selec

Add

**STEP 7:**

If you've gotten your 2nd dose (or 3rd) hit yes and repeat the last two steps.

If you've only had one dose then click no.







### Vax Info

+ Add Vax

| Dose                     | Date         | Status    |
|--------------------------|--------------|-----------|
| Dose number: 2<br>Pfizer | May 30, 2021 | Completed |
| Dose number: 1<br>Pfizer | May 06, 2021 | Completed |

### STEP 8:

Now you have a record of both your vaccine doses.



Vax Card



## 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 203 days

[Decline To Provide Vaccine Proof](#)



### STEP 9:

You can show your pass anytime by clicking

“Show Access Pass”

Access this screen from your unique link in your email.



**STEP 11:**

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.







**STEP 12:**

If you are not vaccinated you can upload your test results here.



You will be prompted to take or upload a picture.

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 **Triton College** Vax Records  


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## 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

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**Upload Covid-19 Test Proof** 

**Enter Your Vaccination Data** 

**Decline To Provide Vaccine Proof** 

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**STEP 13:**

Enter the test name, result, type, and dates for your Covid-19 test.

Test name\*

Covid-19 Test

Covid result\*

Negative

Test Type\*

PCR

Sampled date\*

11/09/2021, 3:17 PM

Result date\*

11/09/2021, 3:17 PM

Lab name

Enter lab name

Add



Vax Records

Test Results



## STEP 14:

You are able to upload more test results here or enter vaccination data if you got vaccinated.

## 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 9 days



Click “Show Access Pass” to view your pass.

Upload Covid-19 Test Proof



Enter Your Vaccination Data



Decline To Provide Vaccine Proof





## STEP 15:

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.

**CLEARED4CLASS**   
Safety. Responsibility. Quality. Workability.



**Example Student**  
**Nov 09, 2021**  
**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.