CoVerified User Guide for University of New Haven Students and Employees

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Getting Started with CoVerified

Web Browser	Mobile App
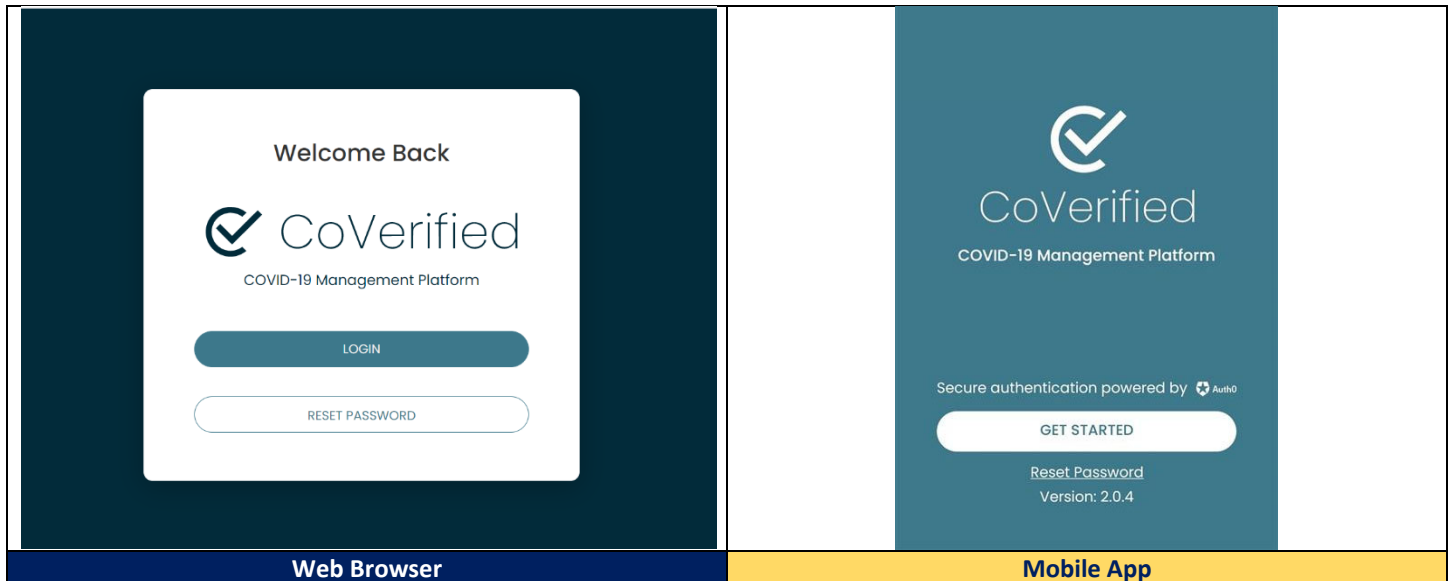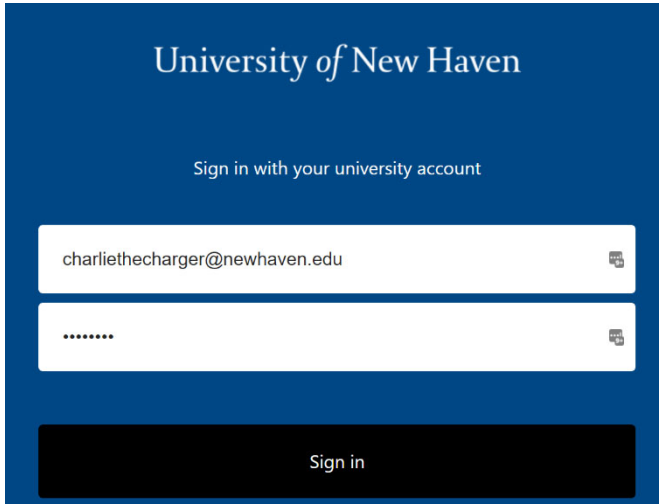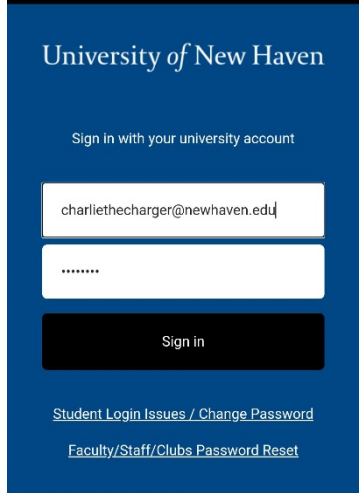
CoVerified can be accessed through a web browser (https://campus.coverified.us) or as a mobile app (*download from Apple Store or Google Play by searching "CoVerified Campus."*).

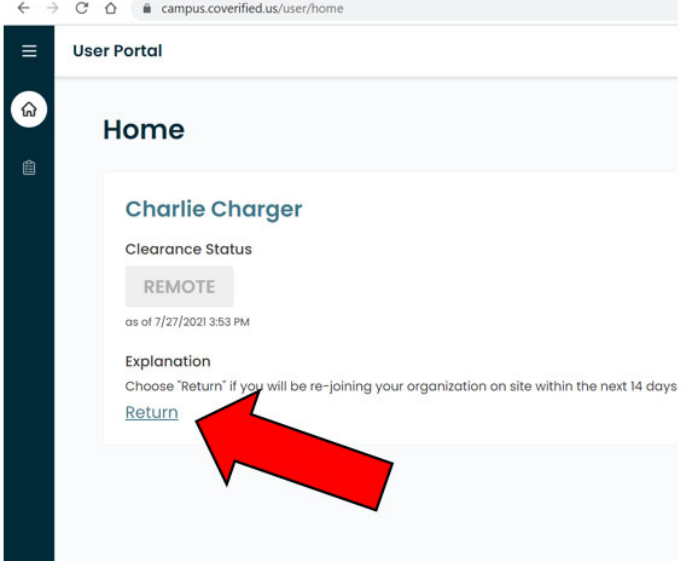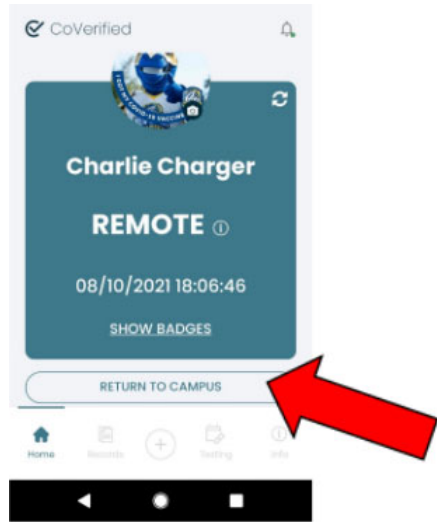When accessing CoVerified for the first time, you will see the screens shown above.

Click "Login" (web browser) or "Get Started" (mobile app).

Web Browser	Mobile App
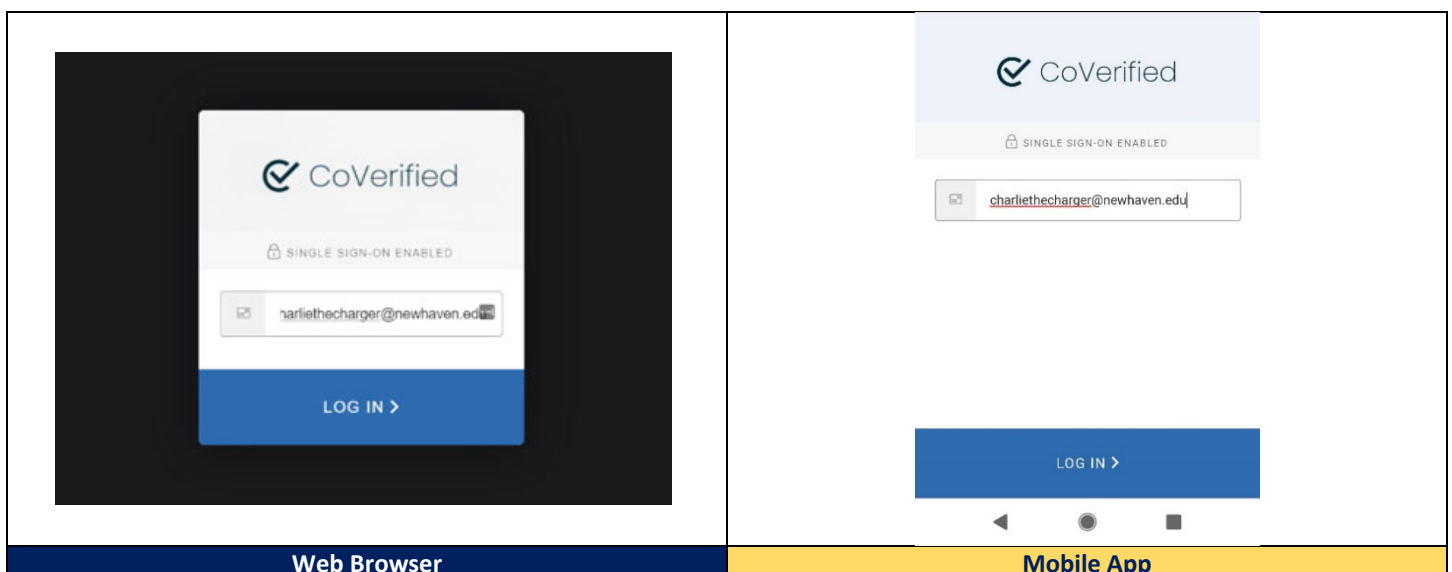
Enter your <u>FULL</u> university email address, then click LOG IN.
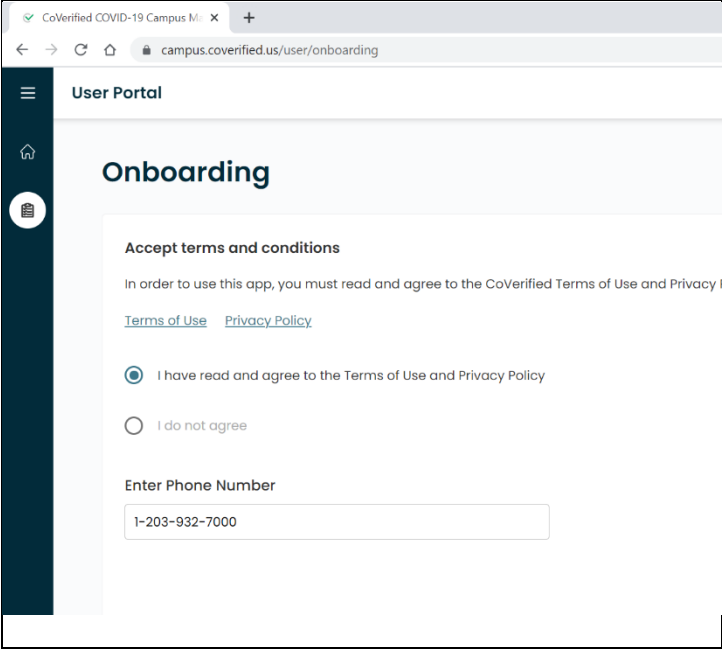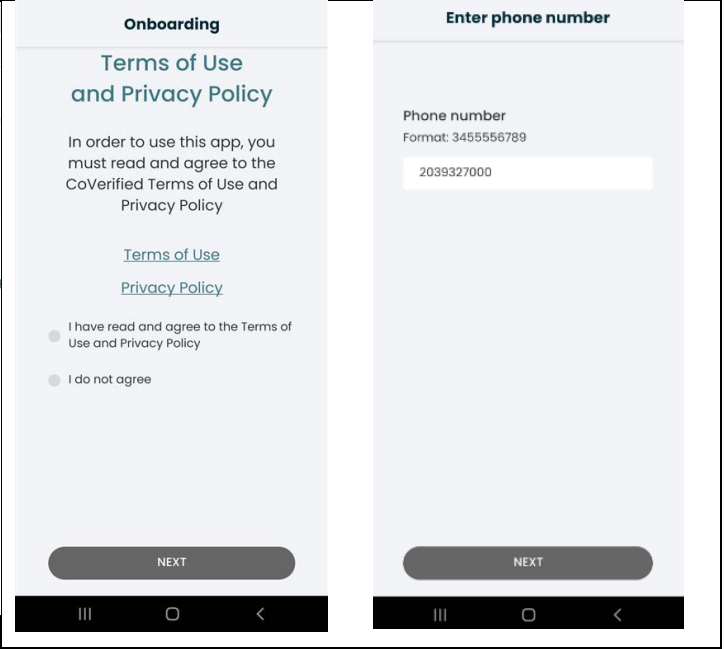

| Web Browser | Mobile App |

After entering your full university email address, you will be redirected to the University's Single Sign On (SSO) system. **Enter your University credentials and click "Sign in."**

| Web Browser | Mobile App |

The first time you log in, by default you will be REMOTE.

Click the "Return" link (browser) or "Return to Campus" button (app) and complete the onboarding process to progress.

Note: Click "Return" or "Return to Campus" even if you are not intending on coming to campus right now. This is the only way to begin the necessary onboarding required to use the app.

| Web Browser | Mobile App |

Web: When using CoVerified in a web browser, **on the first page of the onboarding section you must agree to the Terms of Use and Privacy Policy, AND enter your phone number.**

Your phone number must be entered in the **exact** format shown on the screen
1-XXX-XXX-XXXX

App: On the first screen, **you must agree to the Terms of Use and Privacy Policy.** On the second screen, **enter your phone number in the <u>exact</u> format shown on the screen** XXXXXXXXXX.

Note: Users who do not have a U.S.-based phone number may use the University's main number, 1-203-932-7000

| **Web Browser** | **Mobile App** |
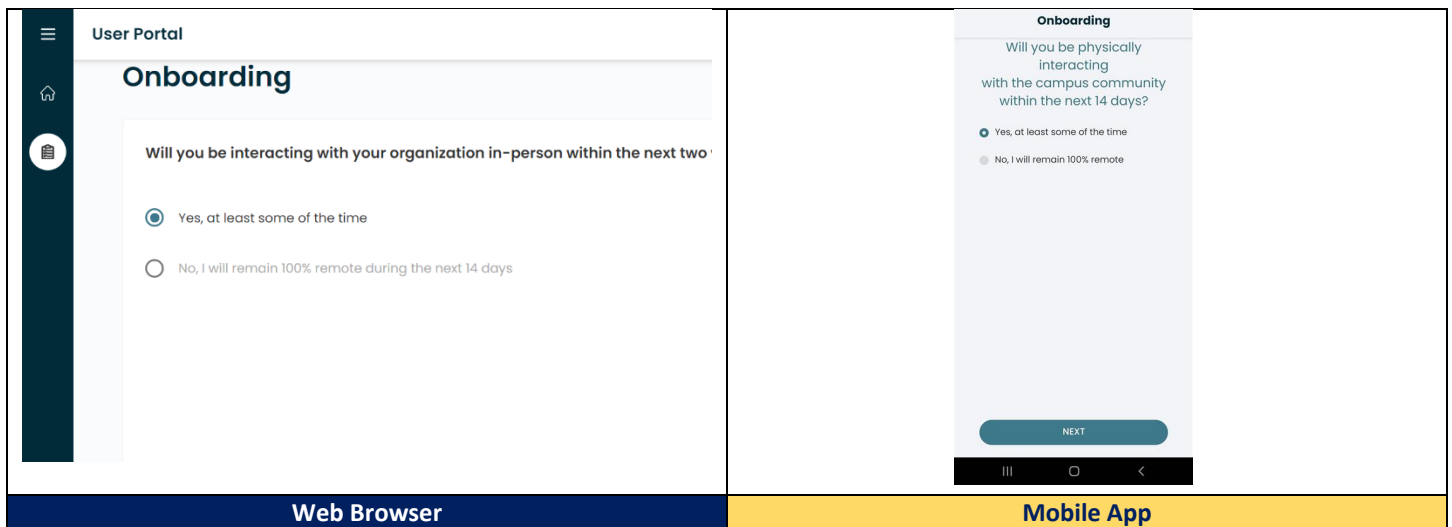
On the next onboarding page, you MUST **select "Yes, at least some of the time."**

| **Web Browser** | **Mobile App** |
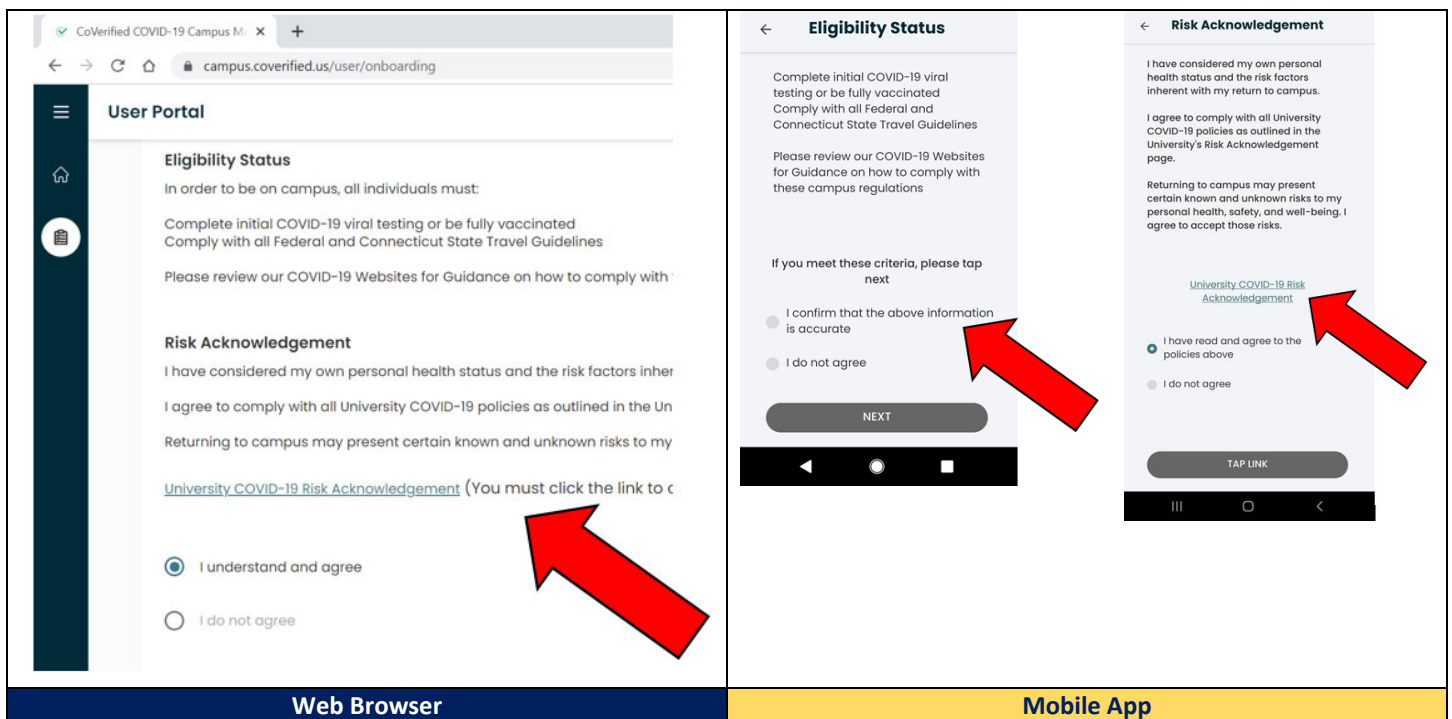
<u>Web:</u> On the final page, you must **click the link for the "University COVID-19 Risk Acknowledgement" and check the button for "I understand and agree."**

<u>App:</u> On the next screen, **choose "I confirm that the above information is accurate."**

On the next screen, tap the link to open the **"University COVID-19 Risk Acknowledgement,"** then choose **"I have read and agree to the policies above."**

Web Browser	Mobile App
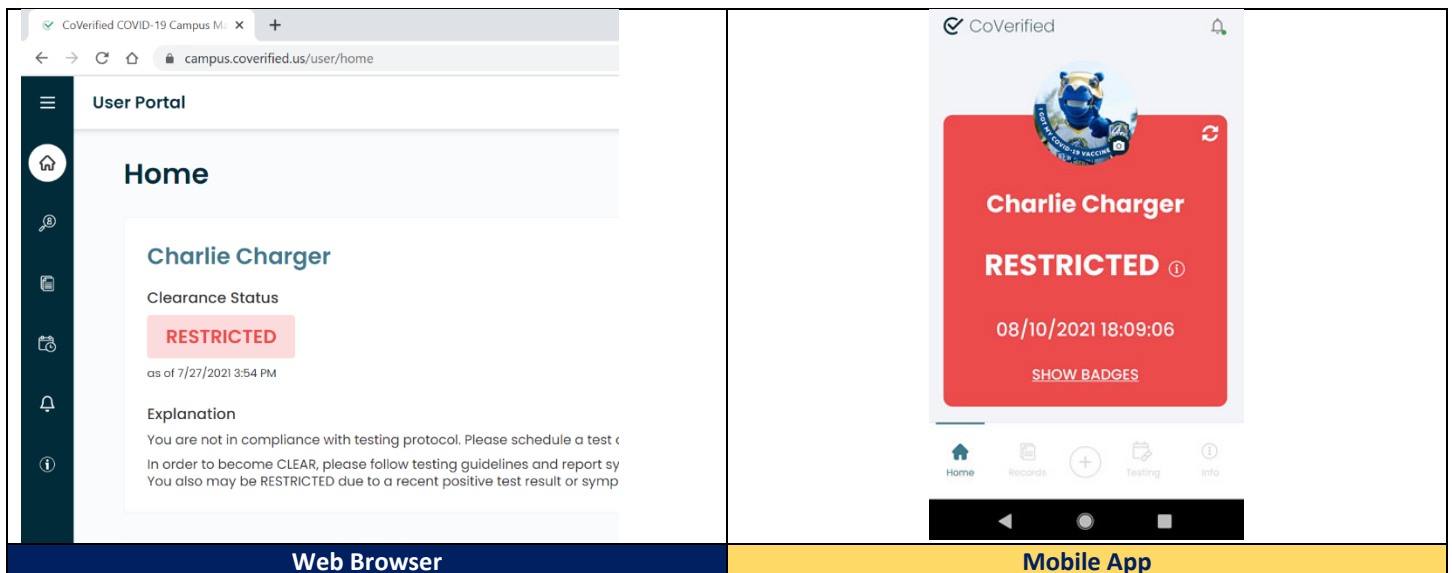
Once you have successfully completed onboarding, this is what your screen will look like. **Congratulations, You're Restricted!** You will need to Submit a Vaccination Record or Negative COVID-19 Test Result to achieve "Cleared" status.

Submitting a Vaccination Record
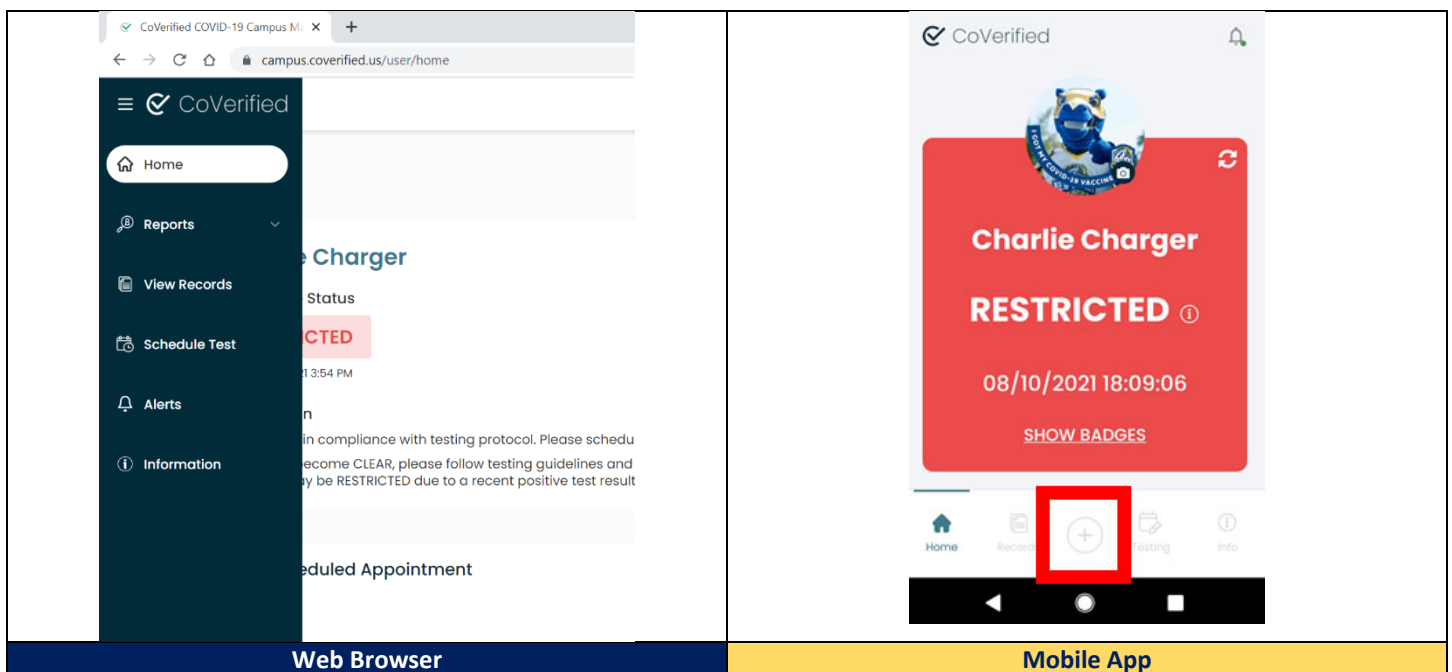
Web Browser	Mobile App

<u>Web:</u> **Point your mouse over the ribbon on the left side of the screen.**
<u>App:</u> **Tap "+" on the bottom, center of the screen.**

| Web Browser | Mobile App |

Web: **Click "Reports" and then "Report Vaccination."**

App: **Tap "Upload Vaccine Record."**

| Web Browser | Mobile App |
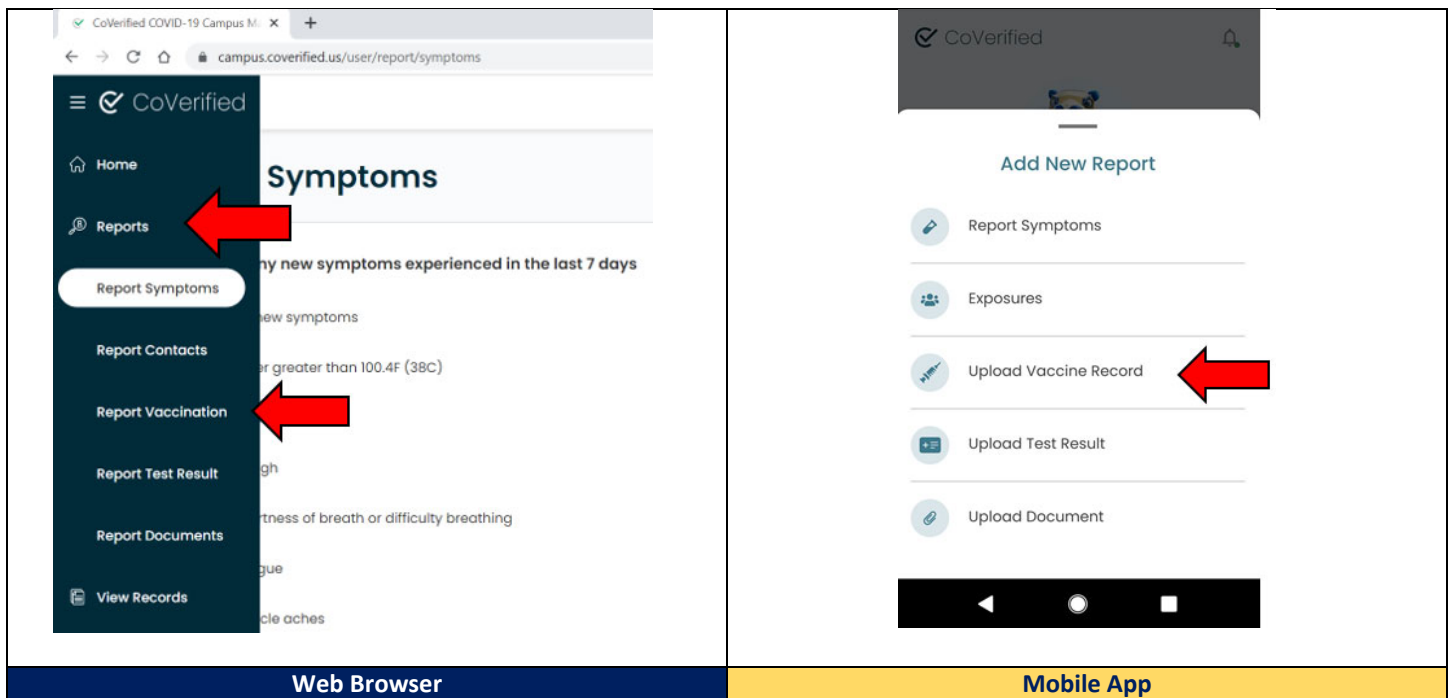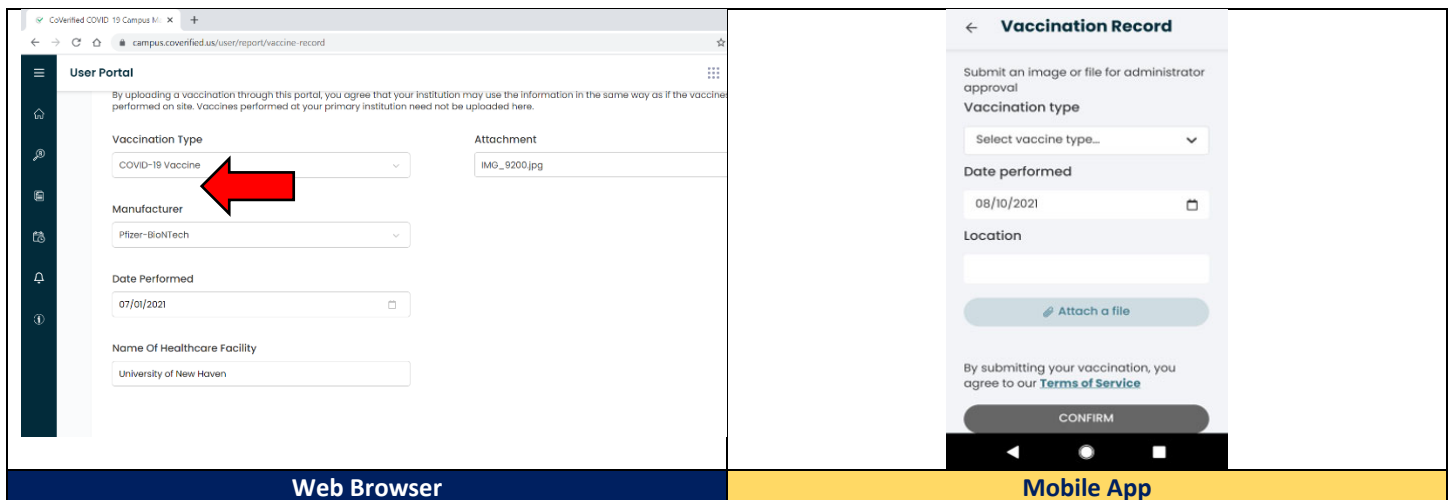
Fill in each box and attach your vaccine record.

IMPORTANT NOTES:

- The "date performed" you enter **MUST** be the date of your **FINAL** injection. *Do not submit records of the first dose of any 2-dose series. ONLY the FINAL dose.*
- The attachment **MUST** be legible and include your names, the type (manufacturer) of vaccine, and injection date(s).
- The attachment **MUST** be smaller than 10MB.

Web Browser	**Mobile App**
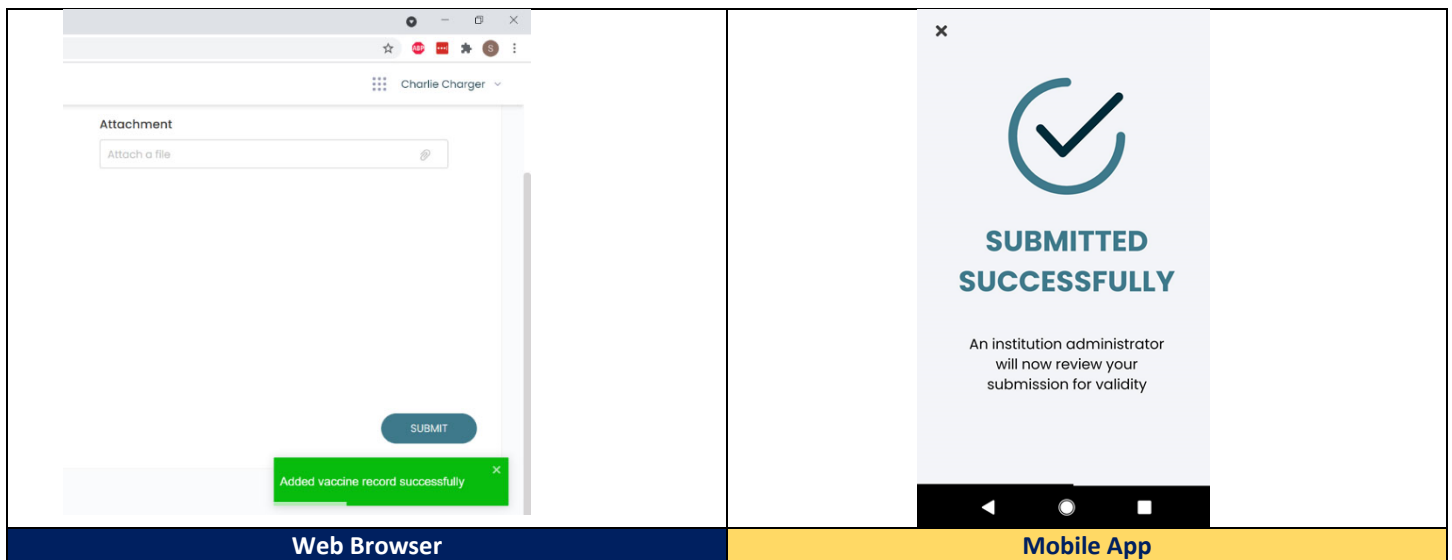
Success! You've uploaded your Vaccination Record.

PLEASE NOTE: **ALL** submissions must be <u>manually</u> reviewed by a member of the University's CoVerified team. You should allow at least 24 business hours for this review to occur.

If a submission is rejected, you will receive an email and app notification <u>with the reason why</u>.

Submitting a COVID Booster Record

<u>IMPORTANT NOTE: Your application must be updated to version 2.3.0 or later to upload booster records</u>

For instructions on updating your application visit: https://mycharger.newhaven.edu/web/mycharger/coverified
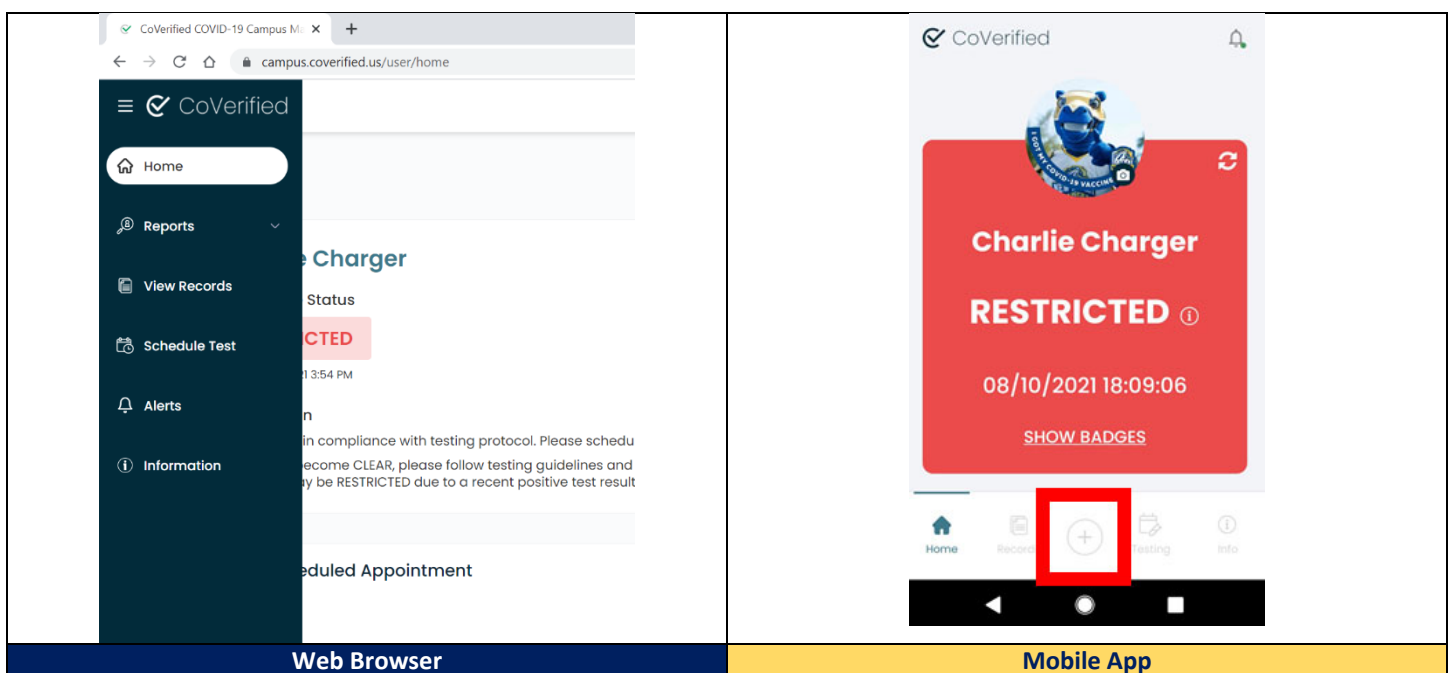
|	
Web Browser	**Mobile App**

Web: **Point your mouse over the ribbon on the left side of the screen.**
App: **Tap "+" on the bottom, center of the screen.**

| Web Browser | Mobile App |

Web: **Click "Reports" and then "Report Vaccination."**

App: **Tap "Upload Vaccine Record."**

| Web Browser | Mobile App |

Fill in each box, <u>making sure to select the booster in the manufacturer drop down,</u> and attach your vaccine record.

IMPORTANT NOTES:

- The "date performed" you enter **<u>MUST</u>** be the date of your **<u>BOOSTER</u>** injection.
- The attachment **<u>MUST</u>** be legible and include your names, the type (manufacturer) of vaccine, and injection date(s).
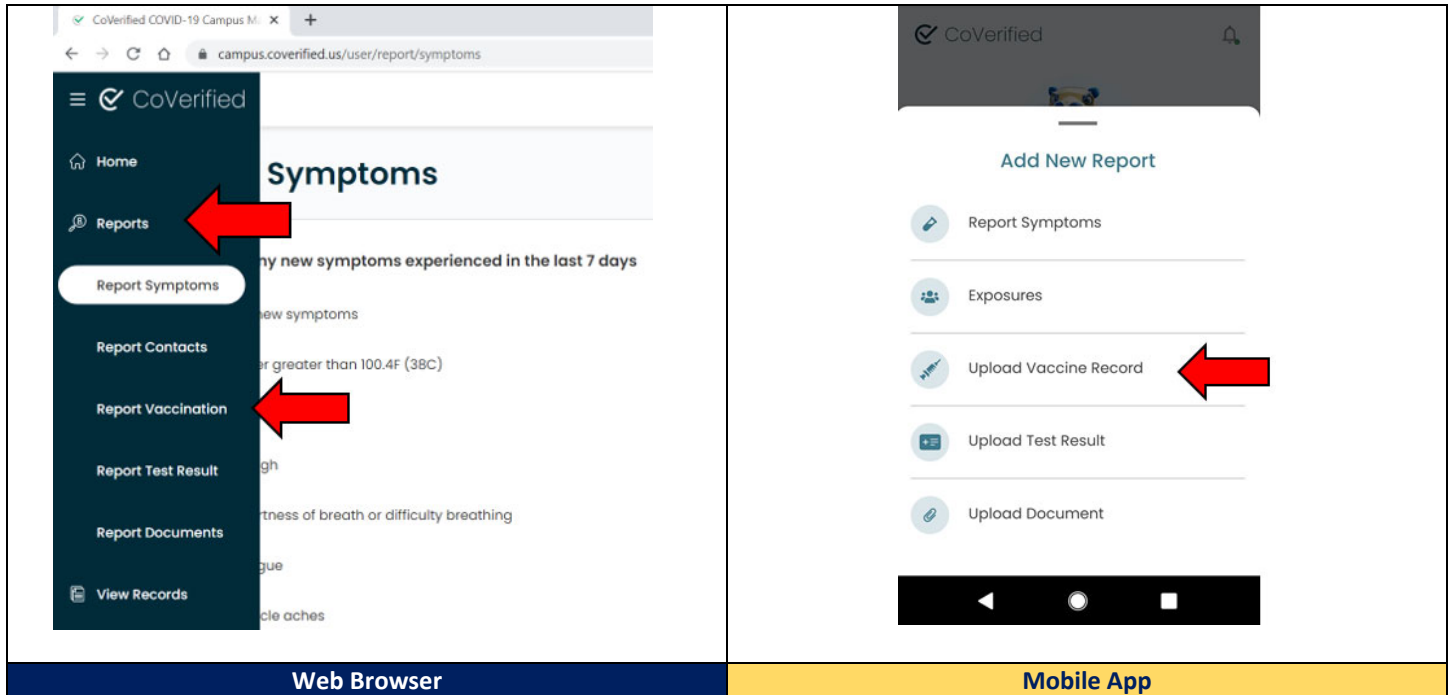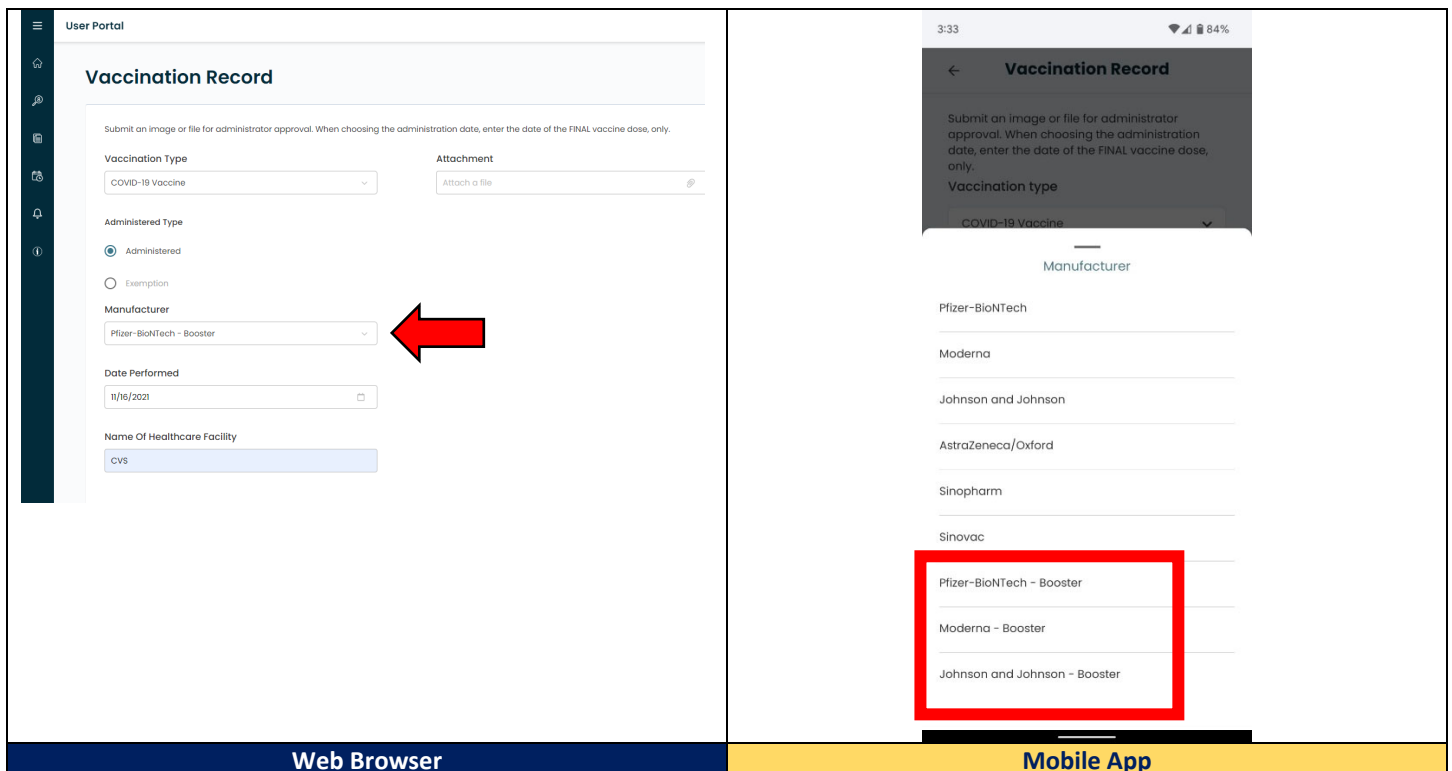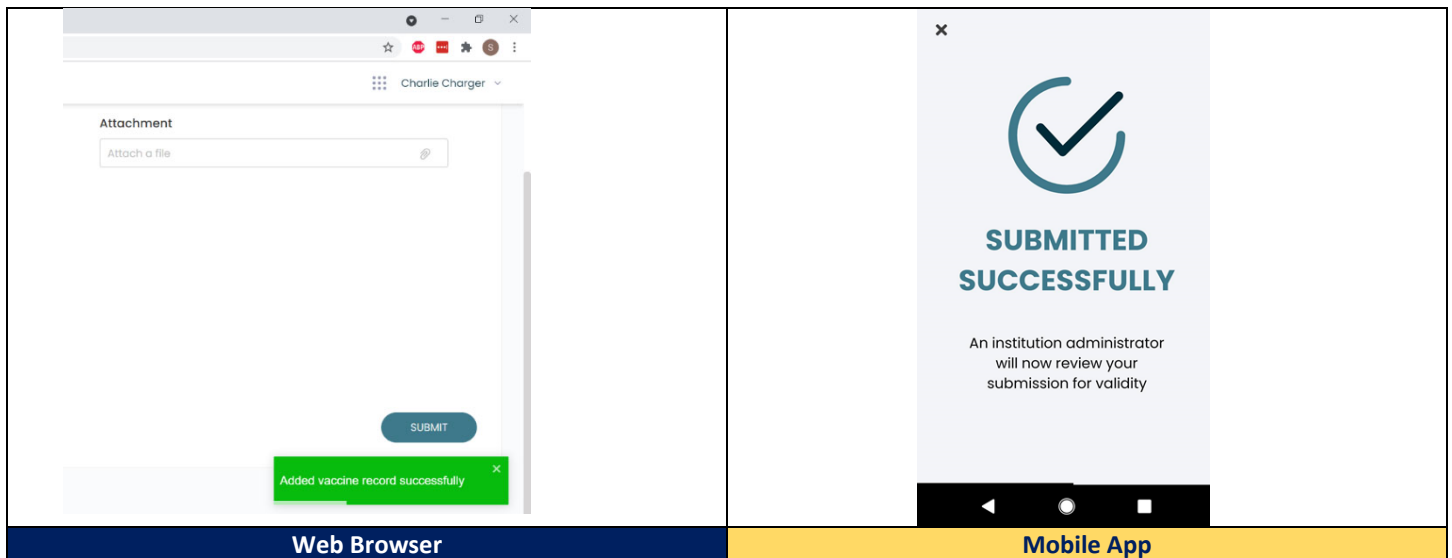- The attachment **<u>MUST</u>** be smaller than 10MB.

Web Browser	Mobile App

Success! You've uploaded your Booster Vaccination Record.

PLEASE NOTE: **ALL** submissions must be <u>manually</u> reviewed by a member of the University's CoVerified team. You should allow at least 24 business hours for this review to occur.

If a submission is rejected, you will receive an email and app notification <u>with the reason why</u>.

Submitting a Test Result

ONLY results from <u>OFF-CAMPUS</u> tests should be submitted to CoVerified.

On-Campus test results are uploaded automatically by our Testing Center and if you upload one, the CoVerified administrators are going to ☹

| Web Browser | Mobile App |
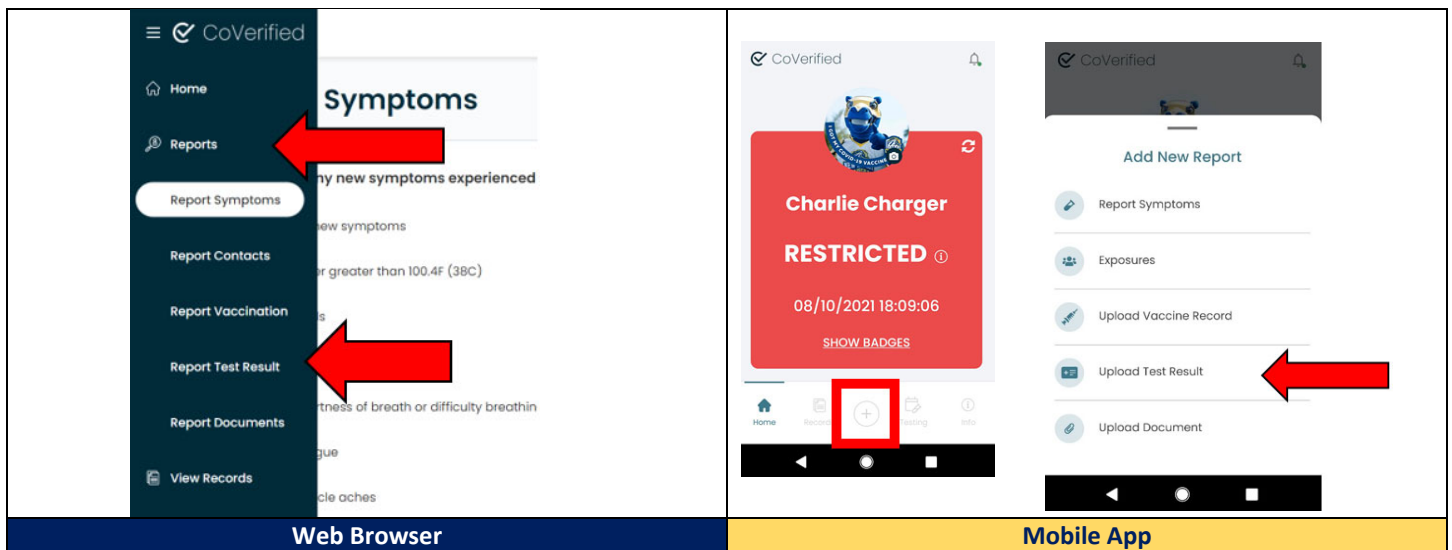
Web: Move your mouse over the ribbon on the left side of the screen. **Click "Reports" and then "Report Test Result."**

App: **Tap "+" on the bottom, center of the screen. Tap "Upload Test Result."**

| Web Browser | Mobile App |

Fill in each box and attach your test result.

IMPORTANT NOTES:

- The "date performed" you enter **MUST** match the **collection date** on your test result *(i.e. the date the test was performed – NOT the date you received the results)*.
- The attachment **MUST** be legible and include your name, the type of test, collection date, and test result.
- The attachment **MUST** be smaller than 10MB.

| Web Browser	Mobile App
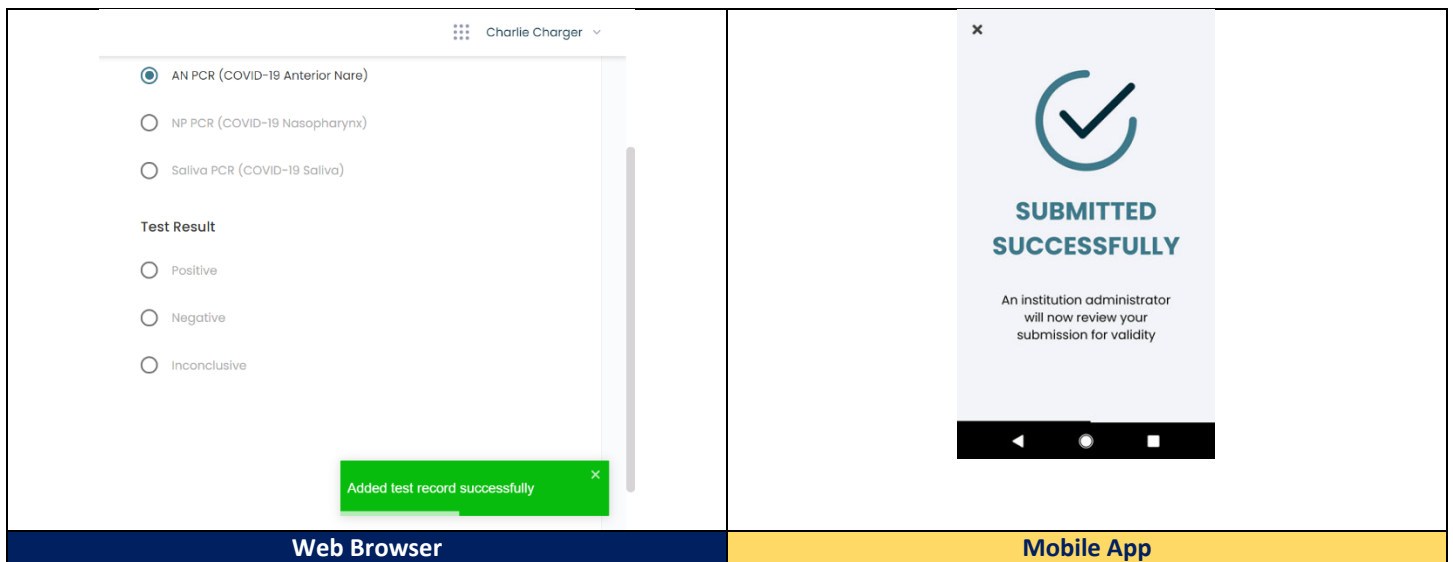
Success! You've uploaded your Test Record.

PLEASE NOTE: **ALL** submissions must be <u>manually</u> reviewed by a member of the University's CoVerified team. You should allow at least 24 business hours for this review to occur.

If a submission is rejected, you will receive an email and app notification <u>with the reason why</u>.
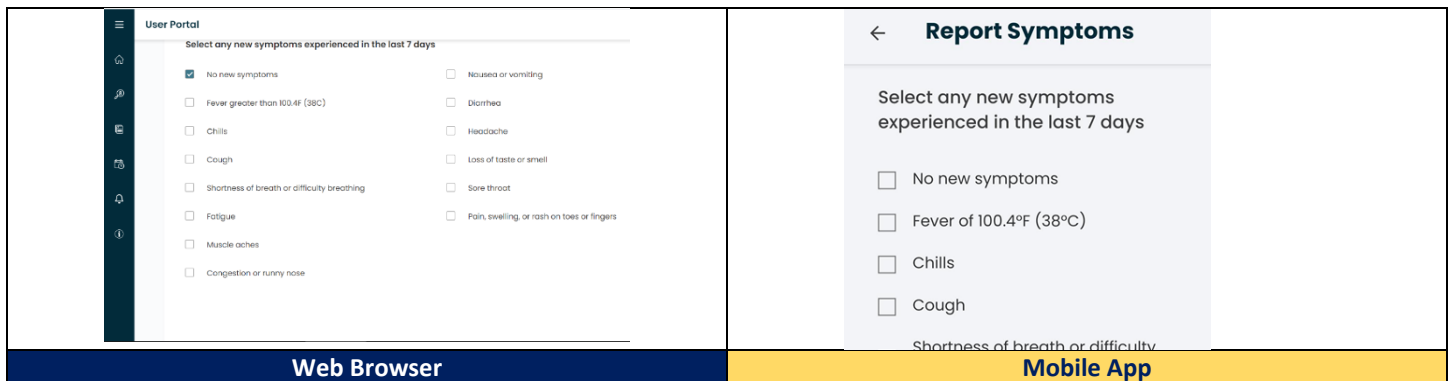
Completing a Symptom Report

<u>ALL users</u>, regardless of vaccination status, must complete symptom reporting daily.

Web Browser	Mobile App
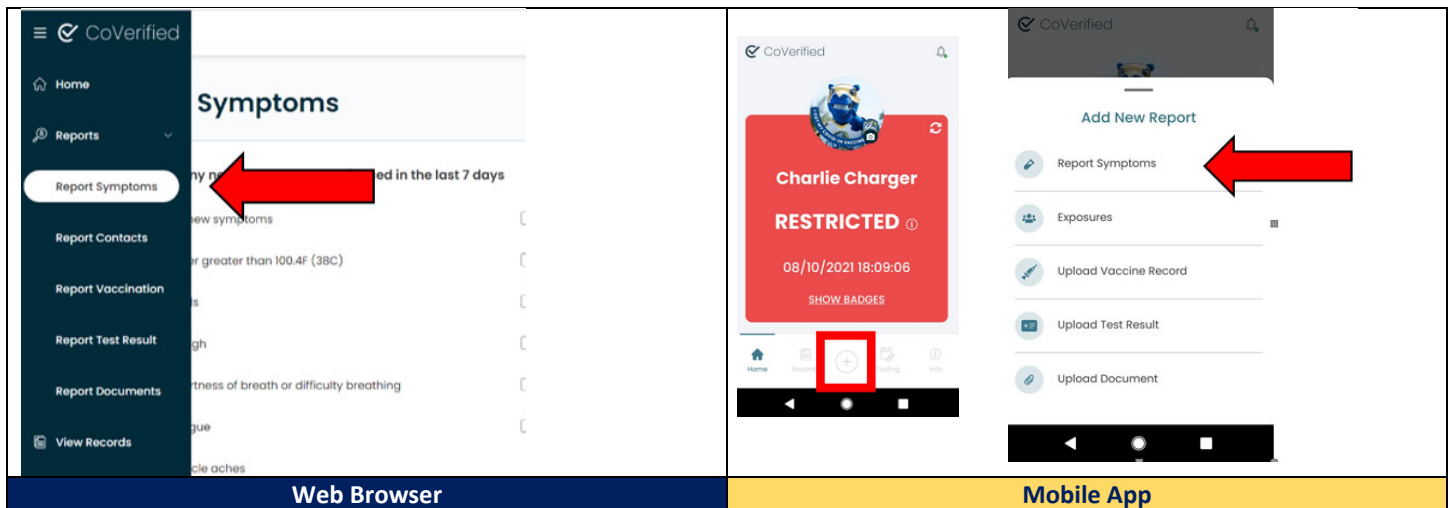
Web: Move your mouse over the ribbon on the left side of the screen. **Click "Report Symptoms."**

App: **Tap "+" on the bottom, center of the screen. Tap "Report Symptoms."**

Web Browser	Mobile App

Review the list of symptoms and select any <u>unusual</u> symptoms you are experiencing.

Symptom reports are sent to Health Services (students) or Human Resources (employees) for appropriate follow-up.

Select "no new symptoms" if you are not experiencing any unusual symptoms.

Web Browser	Mobile App
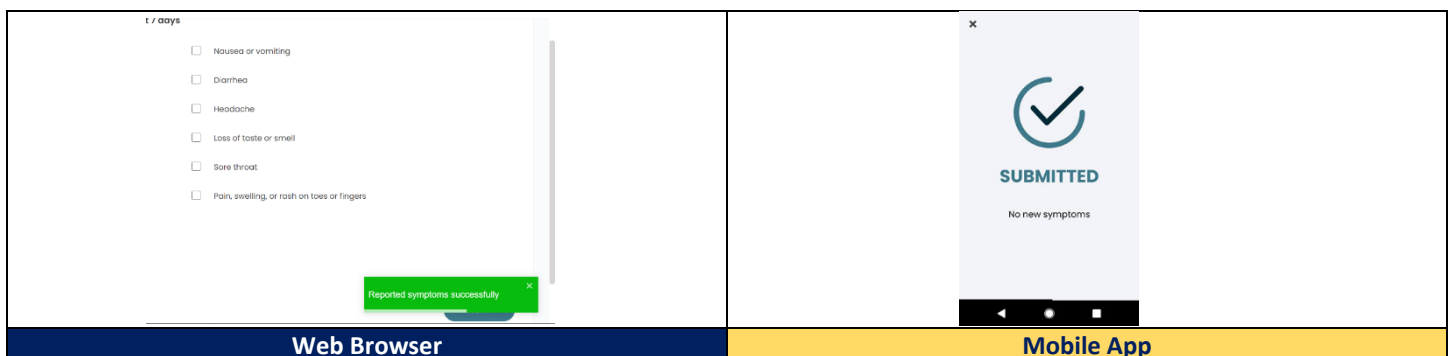
Congratulations! You have no new symptoms.

Viewing accepted, rejected, or pending submissions

| Web Browser | Mobile App |

Web: Move your mouse over the ribbon on the left side of the screen. **Click "View Records."**

App: On the app homescreen, **tap "Records."**
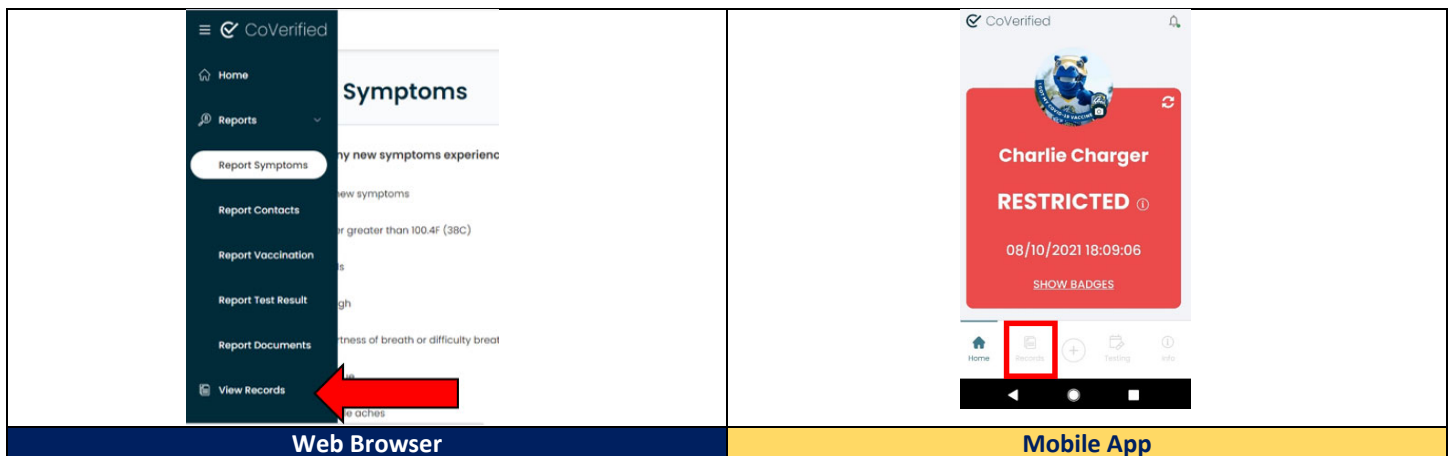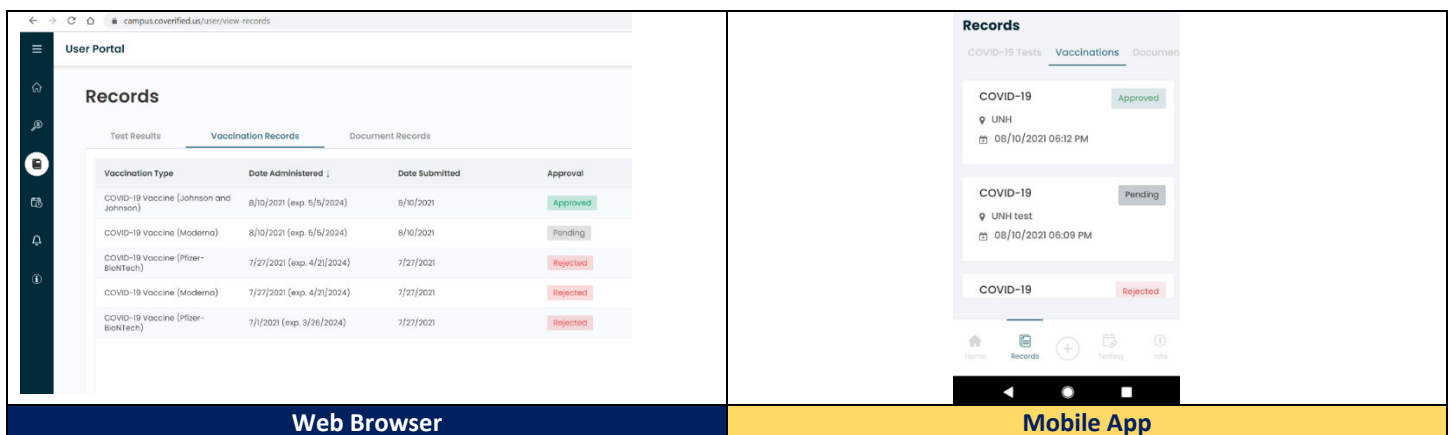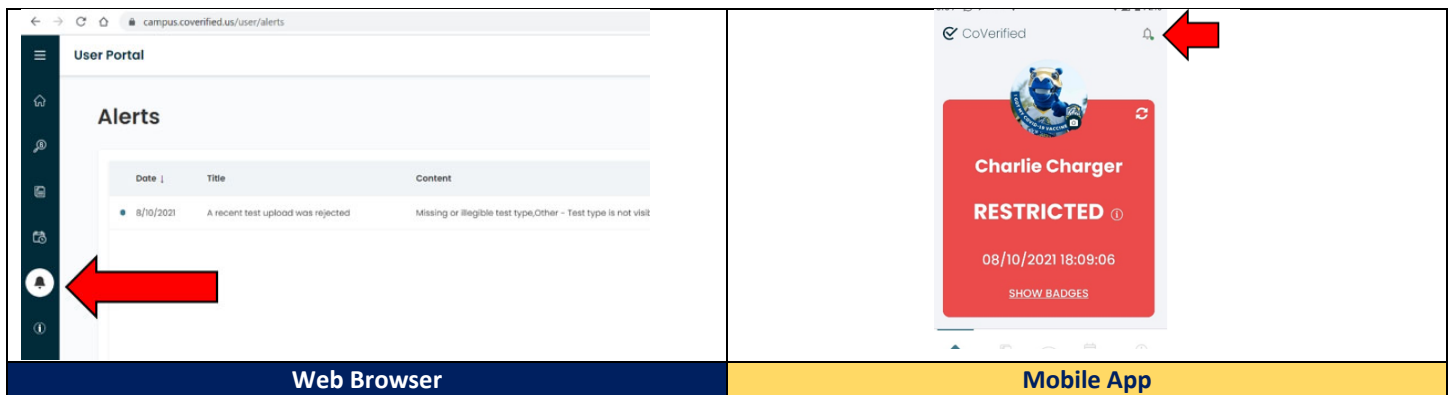

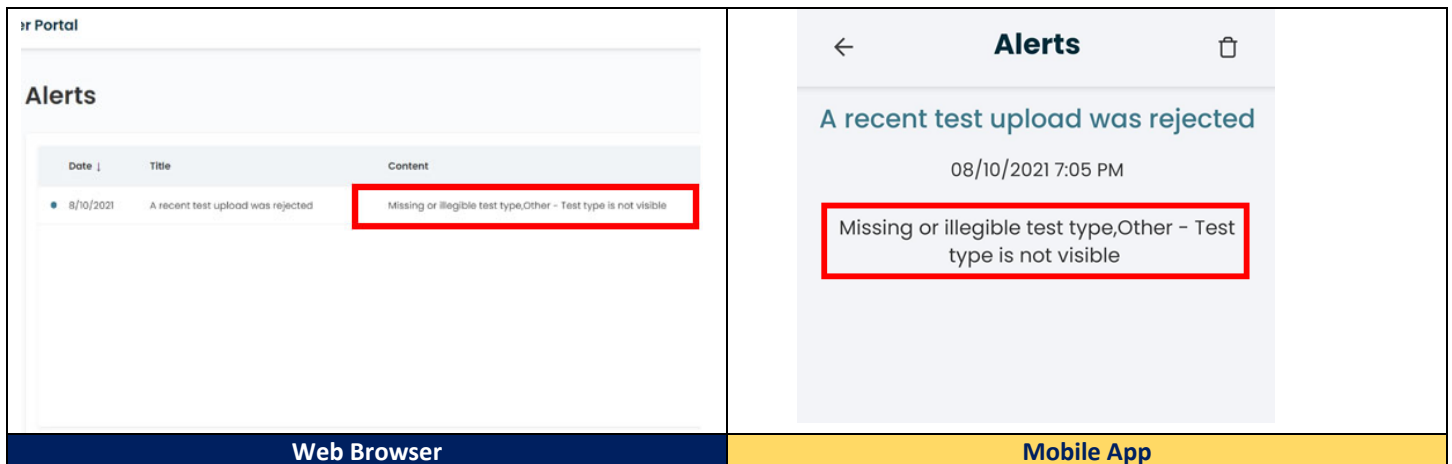| Web Browser | Mobile App |

Select the appropriate tab on the top of the screen (Tests, Vaccinations, Documents) to see approved, pending, or rejected records.

| Web Browser | Mobile App |

When records are rejected, you can view the reason

Web: **Select "alerts"**

App: **Select the "bell" icon**

| Web Browser | Mobile App |

The rejection reason can be viewed under the "content" area of the web portal or the body of the mobile app alert. This means you need to correct the issue and re-submit your upload.