How to Use ZagCheck

> **In this document, you will find step-by-step instructions for:**
>
> » **The First Time You Use ZagCheck** (pages 1)
>
> » **Using ZagCheck After the First Time** (page 2)
>
> See the "**How-To Extras for Using ZagCheck**" how-to guide for steps to update your profile in ZagCheck, enable cookies and cross-site tracking in Safari, and more.

The First Time You Use ZagCheck

1. Do <u>one</u> of the following:

    - **OPTION 1: Download the Microsoft Power App application on your mobile device. Here are the steps to download Power Apps:**

        a. **On your mobile device, go to the Google Play Store app or the Apple App Store and log in with the username/password associated with your Google or Apple account.**

        b. **Search for "Power Apps". Click on the Microsoft Power Apps application:**

        c. **Click "Install".**

        d. **When the app is done installing, click "Open".**

        e. **Sign into Power Apps with your Gonzaga email address. Then enter your password on the next screen and click "Sign in".** *You will likely receive an automated call from Gonzaga to verify you are logging in.*

        f. **Click on the "ZagCheck Self-Screening App". Follow the steps below.**
        Note: If you do not see the "ZagCheck Self-Screening App", click the drop down to the right of "PowerApps" in the upper, left-hand corner and click "All Apps". Now click on "ZagCheck Self-Screening App".
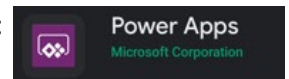
    - **OPTION 2: Open a web browser on your PC or mobile device and go to www.gonzaga.edu/zagcheck. If requested, log in using your Gonzaga email address and password.**
    Note: Chrome, Firefox or Edge are recommended. To use Safari you will need to allow cookies and cross-site tracking in order to proceed. Refer to the "How-To Extras for Using ZagCheck" how-to guide for information on enabling cookies and cross-site tracking.

2. **Review the information on the welcome screen. Check "Do not show again" if you do not want to see this information again. Click "I agree and consent" to continue.**
Note: You can access FAQs any time by clicking on the information icon in the upper, right-hand corner. Scroll to see all the FAQs and click "Back" to return to the previous screen.

3. **Review your personal profile information and update as needed. Select to "Allow Text Messaging for ZagCheck". Click "Next".**

4. **Review your school profile. Under "How frequently do you interact with others on campus?" select from the drop down. Your answer should be based on your current, typical in-person interactions. Click "Next" and then "Let's Go" on the "All Done" screen.**

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Self-Screening Process Support: Call the Gonzaga COVID-19 Action Response Team (CART) at 509-313-7070

Technology Assistance: Contact the IT Support Center by going to support.gonzaga.edu, emailing techsupport@gonzaga.edu or calling, 509-313-5550

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5. Complete your first symptom check by selecting all symptoms you are experiencing that are newly onset in the last 14 days. If you are not experiencing any, select "I do not have any of the above symptoms". Click "Next".

6. Under, "Are you planning on coming to campus today?" select the appropriate option and, if needed, provide additional comments. Click "Next".

7. Under, "Have you been exposed to anyone who has tested positive for COVID-19 in the last 14 days?" select the appropriate option and, if needed, provide additional comments. Click "Next".

8. Under, "Is anyone in your household/room/suite/apartment sick or experiencing any COVID-19 symptoms?" select the appropriate option and, if needed, provide additional comments. Click "Next".

9. Depending on the information you provide, you will see one of the following:

   • **Return to Campus ('Green Pass'):** If you see this screen:
     • You may come to campus and no further action is needed until your next self-screening.
     • Follow "Using ZagCheck After the First Time" steps below. Continue doing daily self-screenings!

   • **Stay at Home ('Red Pass'):** If you see this screen:
     • **You must stay home!**
     • Click "Next" after you see the "Stay at Home" screen.
     • Via your Gonzaga email, you will receive a "Failed Symptom Screening Next Steps" email; read this email.
     • If you selected to allow text messages for ZagCheck, you will receive a text to check your email.
     • You will receive a call from a contact tracer from the COVID-19 Action Response Team (CART) the same day (Monday-Friday). The contact tracer will provide more information about next steps.
     • Follow "Using ZagCheck After the First Time" steps below. Continue doing daily self-screenings!

Using ZagCheck After the First Time

1. Do <u>one</u> of the following:

   • **Open the Power App application on your mobile device and click on "ZagCheck Self-Screening App"**
   • **Open a web browser on your PC or mobile device and go to www.gonzaga.edu/zagcheck.**

2. **You will see one of three screens when you log in:**

   • **"Return to Campus" screen if less than 24 hrs since your last screening; OR**
   • **"Your ZagOn Commitment" screen, if it has been more than 24 hrs since your last screening; OR**
   • **"Stay at Home" screen**

   On the screen that appears, click either "Click here to select assessment" or click the menu icon in the upper, left-hand corner.

3. Click "Symptom Assessment" from the menu and then click "Add another assessment" on the next screen.

4. **You are now on the "Symptom Check" screen. Complete steps 5-9 from the prior section ("The First Time You Use ZagCheck").**

Note: You can update your Personal and School Profile any time by doing the following:
* *Click on the menu in the upper, left-hand corner on any screen and select "Profile".*
* *Update your personal profile as needed and click "Next". Update your school profile as needed and click "Next".*

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