COVID-19 Vaccine and Testing User Guide

Elgin Community College has partnered with CLEARED4, a user-friendly and simple way to track your Vaccination status or COVID-19 testing. To use the system, there is NO app to download and no username/passwords to remember.

If you have not received the welcome email or text from Cleared4.org, please contact staffliaison@elgin.edu (for employees) or CovidVaccine@elgin.edu (for students).

If you have a positive test result or an exposure to COVID-19, contact the **COVID-19 Response Team via email.**

- Student Contact: StudentCRT@elgin.edu
- Employee Contact: StaffLiaison@elgin.edu

Getting started

1. You will receive a welcome text and email message containing a secure, private and personal link that opens your personal Cleared4 interface. Open the URL in the email or text message to access your ECC Cleared4 page. Do not share your link with anyone else, as it is unique for each person.
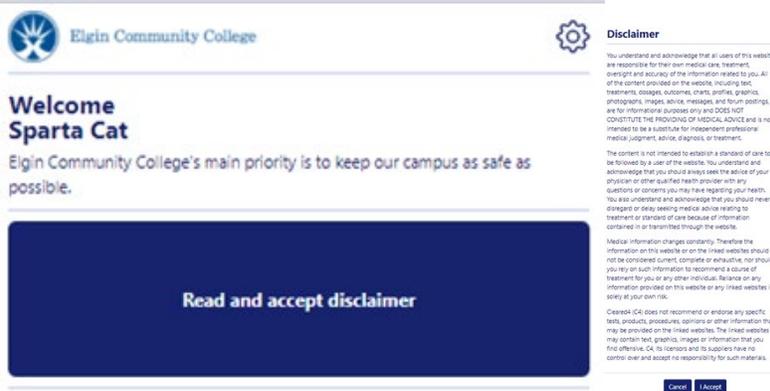

Hello Sparta Cat,

Welcome to the Elgin Community College COVID-19 Vaccine and Testing Website. Please visit https://www.c4wrk.com/████████████ to upload proof of COVID-19 vaccination or a weekly test result.

Thanks,
Elgin Community College

Elgin Community College, 1700 Spartan Drive, , Elgin, IL - 60123, US
Powered by **Cleared4**

2. The system asks you to **"Read and accept the disclaimer",** review the disclaimer, then select **"I Accept"** to continue.

Select Your Preferred Method of Proof
- Vaccination Card
- Testing Result

Upload a vaccination card

1. If you are fully vaccinated, choose **"Enter Your Vaccination Data"** to upload your vaccination card and enter your vaccine vendor and vaccination dates.

2. Upload a picture or file containing your valid, completed vaccination card. ***Do not upload until all doses of the vaccine are received.*** Choose the correct vaccination vendor from the drop-down menu.

Enter Vaccination Data   ⊗

Vaccination Vendor*

    -- select a vendor --   ⌄

| -- select a vendor -- |
| Moderna |
| Pfizer |
| Johnson & Johnson |
| AstraZeneca/Oxford |
| Serum Institute of India |
| Sinopharm/BIBP |
| Sinovac |

3. Enter the vaccination dates for doses one and two. If the vaccine is a single dose, only one date is required. Select **"Add"** to continue.

Vaccination Vendor*

    Pfizer   ⌄

Vaccination date*   Dose*

    mm/dd/yyyy   🖩   1

Vaccination date   Dose

    mm/dd/yyyy   🖩   2

*Required fields must be filled

    Add

A confirmation message displays to confirm your documents and status will be verified. Select **"OK"** to your home screen, and you're done!

Submitted Successfully

Your documents will be reviewed and your vaccine verification status will be verified. You will be notified through SMS and/or email.

    OK

4. If your vaccination doses are accepted, the system sends a text and email to your contact information on file.

Elgin Community College

Hello Sparta Cat,

Elgin Community College has reviewed your COVID-19 vaccination record and you are cleared for campus as long as you remain symptom free. You will automatically receive a BluePass 14 days after your immunization is complete.

Thanks,
Elgin Community College

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If your vaccination doses are accepted, and you are fully vaccinated (14 or more days after the last vaccination dose), you will receive a link to your BluePass. This pass is effective until the vaccine expires.

Elgin Community College

Hello Sparta Cat,

Elgin Community College has reviewed and approved your COVID-19 vaccination record. You have been cleared to come to campus and no further action is required from you until further notice as long as you remain symptom free. Please use this https://www.c4wrk.com/_____ to view your BluePass.

Thanks,
Elgin Community College

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If your vaccination doses are rejected, the system sends a text and email asking you to re-upload your vaccination records to be re-verified.

Hello Sparta Cat,

Your medical record upload for Elgin Community College has not met the requirements. Please try to re-upload your records using the private link provided to you: https://www.c4wrk.com/. ▮▮▮▮▮▮▮▮▮. Please contact Human Resources at employeerelations@elgin.edu (for employees) or CovidVaccine@elgin.edu (for students) if you have any questions.

Thanks,
Elgin Community College

Upload a COVID-19 test result

1. If you are not fully vaccinated, choose **"Upload Negative COVID-19 Test Proof."** Testing must be done every week if not fully vaccinated. This is the same process whether you conducted testing on- or off-campus. ***These systems aren't linked.***

2. If you are testing on Campus, your Test Report is typically available within 24 hours and will be emailed to you or available via the Results Portal by GoMeyra. Provide your email address and birth date to log in to [the portal](#).

3. Upload a picture or file containing your valid, negative COVID-19 test result. The test date must fall within the last seven days. Verify the result (positive, negative, inconclusive), the Test Type (PCR default, antibody, antigen, molecular), the Sample Date, and Result date. Select **"Add"**. (Files accepted: jpg, png, PDF, word document).

Upload Negative Covid-19 Proof ⊗

Test name*

Covid-19 Test

Covid result*

Negative ⌄

Test Type*

PCR ⌄

Sampled date*

09/21/2021 02:34 PM 🗓

Result date*

09/21/2021 02:34 PM 🗓

Lab name

Enter lab name

Add

4. The message below displays, and the system reviews your COVID-19 test information. Select **"OK"**. You'll return to your home screen, and you're done!

Medical Information

Uploaded successfully

OK

5. If approved, the system sends an email and a text message with a link to your GreenPass. This GreenPass is effective for seven days from the date of testing. When it expires, you need to re-test.

Elgin Community College

Hello Sparta Cat,

Your negative COVID-19 test result has been reviewed and approved. You are cleared to come to campus for 7 calendar days from your test date as long as you remain symptom free. Please plan accordingly so that your next COVID test result is available to you before your 7 day period ends. Please use this https://www.c4wrk.com/ to view your GreenPass.

Thanks,
Elgin Community College

Elgin Community College, 1700 Spartan Drive, , Elgin, IL - 60123, US

Elgin Community College | Vax Card | Test Results

Welcome
Sparta Cat

Elgin Community College's main priority is to keep our campus as safe as possible.

> **Show Access Pass**
> Expires in 7 days

Upload Negative Covid-19 Test Proof 📷

Enter Your Vaccination Data 📷

Sparta Cat

Sep 17, 2021

Cleared for ECC's Campus

Your Negative COVID-19 test has been reviewed and accepted. You are cleared to come to ECC's campus as long as you remain symptom free.

If your test result is rejected, the system sends an email and text asking for the COVID-19 test result to be re-uploaded for re-review.

Elgin Community College

Hello Sparta Cat,

Your medical record upload for Elgin Community College has not met the requirements. Please try to re-upload your records using the private link provided to you: https://www.c4wrk.com/███████████████. Please contact Human Resources at employeerelations@elgin.edu (for employees) or CovidVaccine@elgin.edu (for students) if you have any questions.

Thanks,
Elgin Community College

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6. **If you tested positive for COVID-19, you should not upload a positive result.** You are not cleared to be on any Elgin Community Campus. Get in touch with your doctor immediately to review the test results and discuss the next steps. If you test on the ECC campus and not an outside pharmacy, THE VITALITY SYSTEM AUTOMATICALLY INFORMS an ECC contact tracer who will call you to discuss the timeline for your return to campus and gather additional information regarding any potential close contacts. If you receive a RedPass, you may not come back to campus until you receive clearance from ECC.

Elgin Community College

Hello Sparta Cat,

Thank you for informing Elgin Community College of your positive test result for COVID-19. Please remain off campus and notify HR at staffliaison@elgin.edu (for employees) or studentcrt@elgin.edu (for students) of your need to quarantine as soon as possible. For more information, please click HERE https://elgin.edu/life-at-ecc/covid19-information/faq/#collapse67671

Thanks,
Elgin Community College

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Sparta Cat

Sep 17, 2021

You are not cleared for ECC's Campus

Thank you for informing ECC of your positive test result for COVID-19. Please remain off campus and notify HR at staffliaison@elgin.edu (for employees) or studentcrt@elgin.edu (for students) of your need to quarantine as soon as possible.

If you receive a positive test result, please follow [the Case on Campus Protocol](#).