

## CoVerified Web-Based Instructions

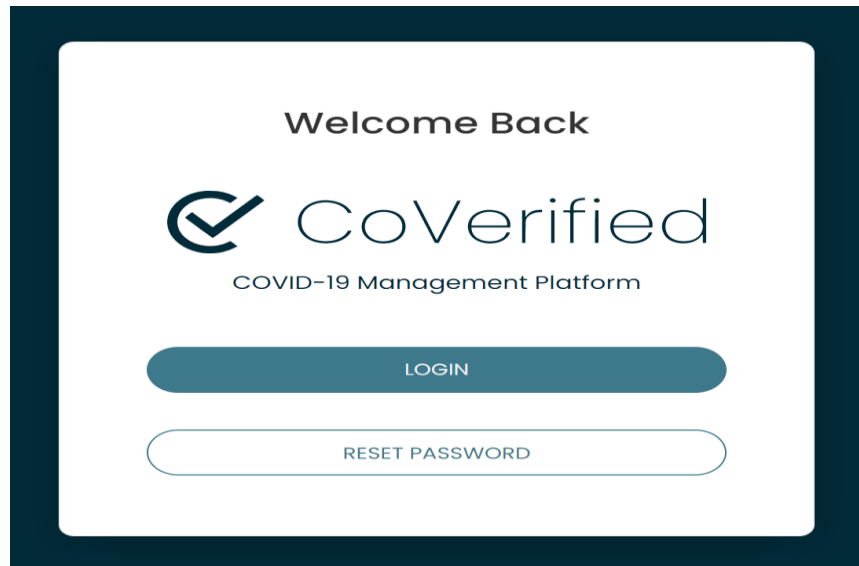
([CoVerified App\\*Instructions](#) are linked here if needed.)

\*CoVerified app is only available on Apple devices.

### Logging into CoVerified

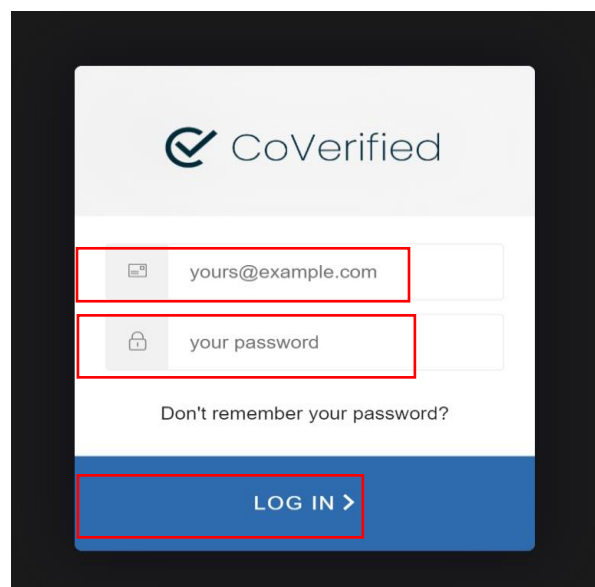
**Step 1:** Click the provided link to proceed to CoVerified website. [CoVerified COVID-19 Campus Management Platform](#)

**Step 2:** Click **Login** in the middle of the page.

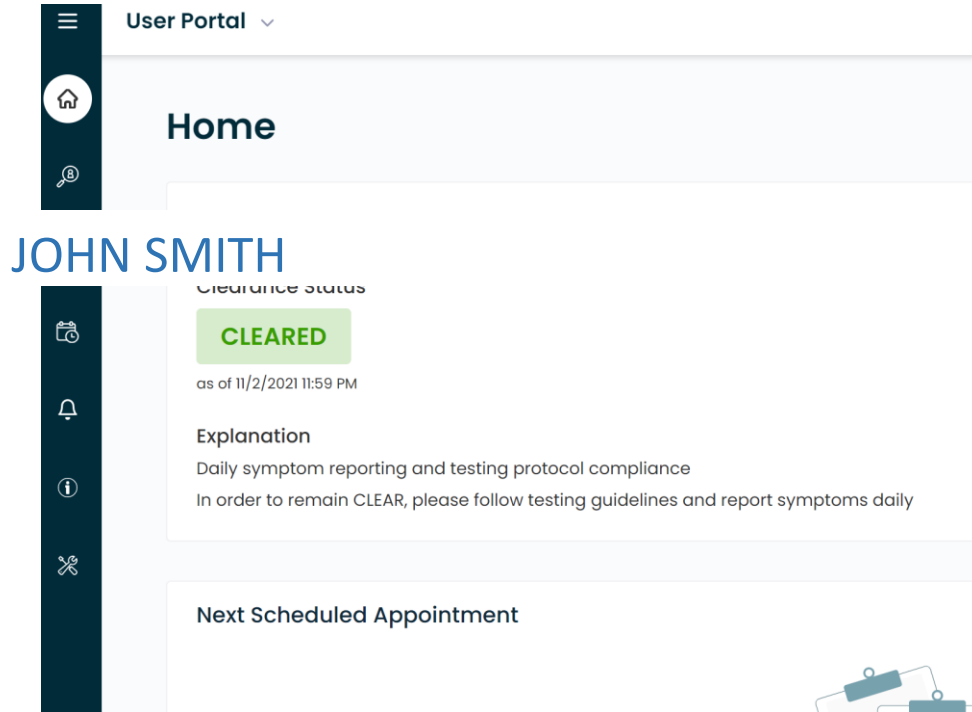


**Step 3:** Login to CoVerified Campus App. **Username:** City of Durham email address. **Password:** City email password. Click **Log in**.

**PLEASE NOTE THAT IF YOU HAVE NOT LOGGED IN BEFORE, CLICK RESET PASSWORD AND ENTER YOUR EMAIL. AN EMAIL WILL BE SENT TO YOUR CITY OF DURHAM EMAIL ADDRESS THAT WILL ALLOW YOU TO REGISTER OR RESET YOUR PASSWORD.**

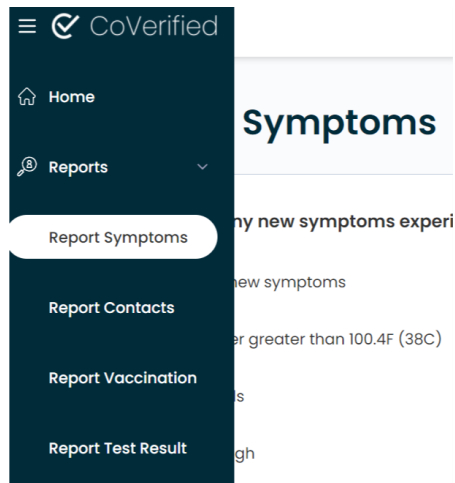


**You have now arrived at your User Portal for CoVerified**



**Report Test Results:**

From the home page, hover your mouse over the three lines in the upper left hand corner, click on Reports, then locate the options to "Report Test Result". As seen below:



From the Report Test Result page, you will be asked the information below. You will need to attach a copy of your test results. Your test results should show the location where you received the test, your name, and the date the test was administered. Complete each section, then click Submit.

By uploading a test result through this portal, you agree that your institution may use the information in the same way a need not be uploaded here.

Date Performed

Name Of Location

Attachment

Test Type

- AN PCR (COVID-19 Anterior Nare)
- NP PCR (COVID-19 Nasopharynx)
- Saliva PCR (COVID-19 Saliva)
- Antigen (COVID-19 Antigen)

Test Result

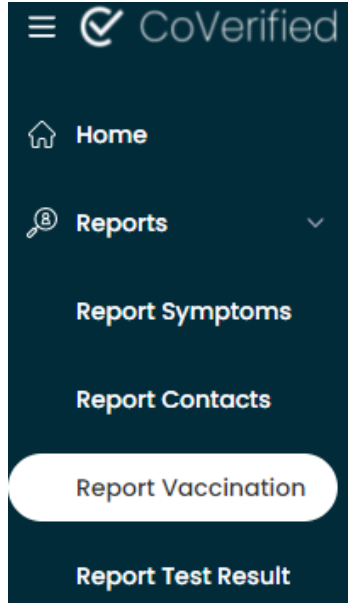
- Positive
- Negative
- Inconclusive

**User Portal** will inform the Employee if their status is **CLEARED** or **RESTRICTED**.

- **Cleared:** Employee has either:
  - Provided vaccination card.
  - Completed Mandatory COVID-19 testing within the last 7 days with a negative result.
- **Restricted:** Employee has either:
  - Not completed their Mandatory COVID-19 testing within the 7-day period.
  - Tested positive for COVID 19.
  - Employee is quarantined.

## REPORT YOUR VACCINATION STATUS:

From the home page, hover your mouse over the three lines in the upper left hand corner, click on Reports, then locate the option to “Report Vaccination”



On the following page:

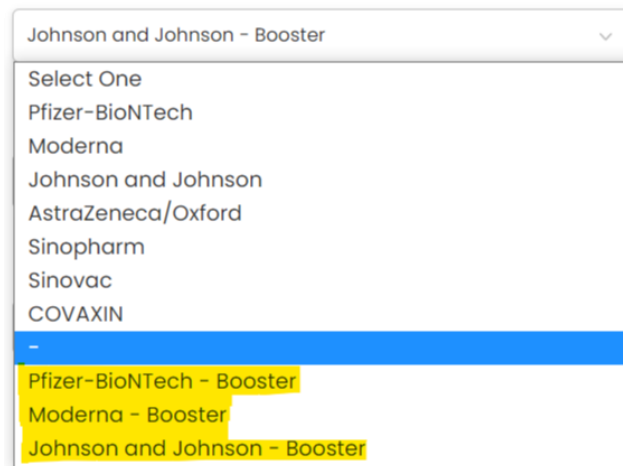
**Please consult the COVID Site for Vaccination Questions**

<https://durhamnc.gov/4014/COVID-19-Coronavirus-Updates-Resources-f>

Vaccination Type	Attachment
<input type="text" value="COVID-19 Vaccine"/>	<input type="text" value="Attach a file"/>
Administered Type	
<input checked="" type="radio"/> Administered	
<input type="radio"/> Exemption	
Manufacturer / Booster	
<input type="text" value="Select One"/>	
Date Performed	
<input type="text" value="MM/DD/YYYY"/>	
Name Of Healthcare Facility	
<input type="text" value="Healthcare Facility"/>	

- Under Vaccination Type – Select “COVID-19 Vaccine”
- Under Administered Type - Select “Administered”
- Select the appropriate Manufacturer/Booster (Pfizer-BioNTech - Booster, Moderna - Booster, Johnson and Johnson - Booster, etc.)
  - **Please note when selecting Manufacturer/Booster that the “Booster” shots are identified at the bottom of the drop down selections. As seen in the highlighted section below:**

Manufacturer / Booster



A dropdown menu titled "Manufacturer / Booster" with a current selection of "Johnson and Johnson - Booster". The menu is open, showing a list of options: "Select One", "Pfizer-BioNTech", "Moderna", "Johnson and Johnson", "AstraZeneca/Oxford", "Sinopharm", "Sinovac", "COVAXIN", a blue separator line, "Pfizer-BioNTech - Booster", "Moderna - Booster", and "Johnson and Johnson - Booster". The last three options are highlighted in yellow.

- Input the most recent date a vaccine was administered under Date performed
- Attach a copy of your vaccine card or proof of booster.

**Note:** Your vaccination card should show your name, vaccination type, healthcare facility location, and the date(s) it was administered. If you received multiple dose, use the most recent dose date.

To verify that your vaccination record was received, click on View Records as seen below:



Then click Vaccination Records to view your submission(s):

# Records

Test Results

Vaccination Records

## Vaccination Type

COVID-19 Vaccine (Moderna)

COVID-19 Vaccine (Moderna)

**CoVerified Knowledge Base:** Click provided link ([CoVerified Campus Mobile App](#))

The provided link directs you to the knowledge based portal of CoVerified where employees can find specific detailed instructions on how upload their vaccination cards and COVID-19 results.