

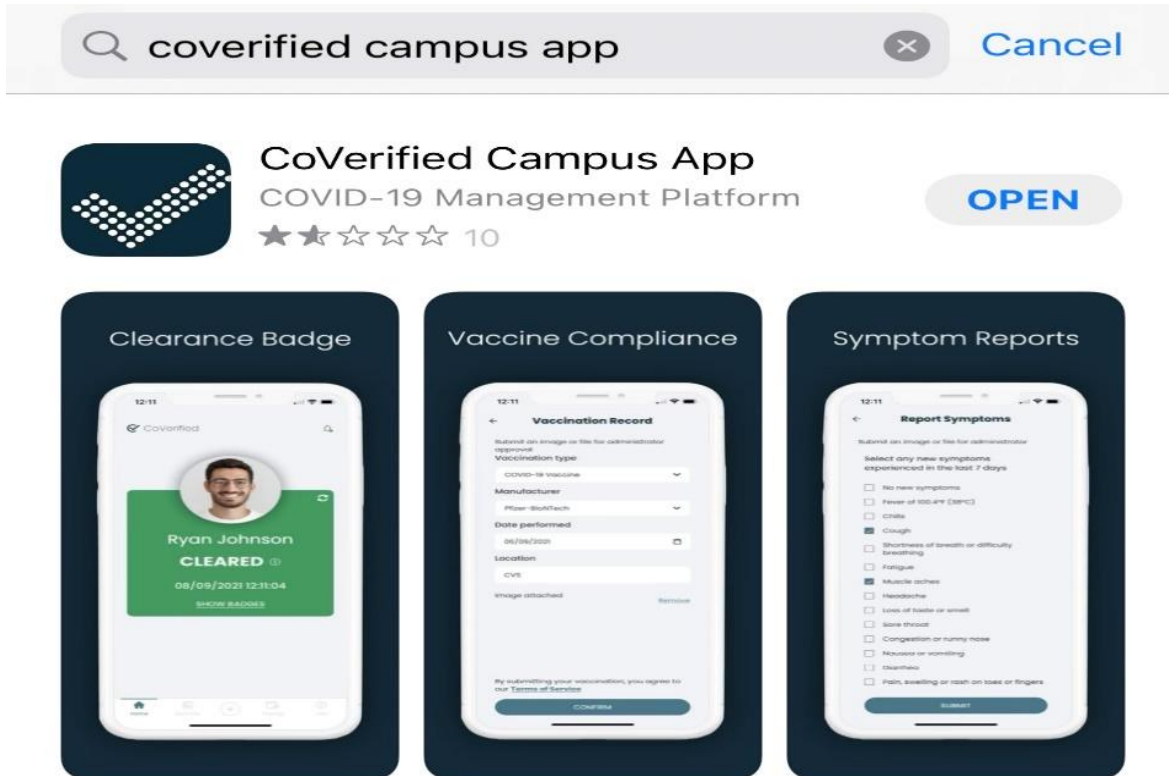


Attachment C – CoVerified App* Instructions

**Mobile App is only available on Apple devices*

Downloading and Logging into CoVerified

Step 1: Download **CoVerified Campus App** on your cellphone by visiting the *App store* (apple devices).



Step 2: Launch the application. Click **Get Started** at the bottom 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.

Cancel coverified.us.auth0.com AA ↻

CoVerified

yours@example.com

your password

Don't remember your password?

LOG IN >

Step 4: Terms of Use and Privacy Policy Terms of Use and Privacy Policy are provided to you on behalf of CoVerified. Please select the appropriate response for you. Then click **Next** at the bottom of the screen.

Onboarding

Terms of Use and Privacy Policy

In order to use this app, you must read and agree to the CoVerified Terms of Use and Privacy Policy

[Terms of Use](#)

[Privacy Policy](#)

I have read and agree to the Terms of Use and Privacy Policy

I do not agree

NEXT

Step 5: Enter Your Phone Number. Then click **Next** at the bottom of the screen.

Enter phone number

Phone number

3455556789

NEXT

Step 6: Physical Interaction Question. Please select the appropriate response for you. Then click **Next** at the bottom of the screen.

Onboarding

Will you be physically interacting with the onsite community within the next 14 days?

Yes, at least some of the time

No, I will remain 100% remote

NEXT

Step 7: Eligibility Status. Please select the appropriate response for you. Then click **Next** at the bottom of the screen.

← **Eligibility Status**

In order to return on site please confirm the following

In order to return to campus all students must have:

- No symptoms for 14 days
- Have not travelled internationally for 14 days

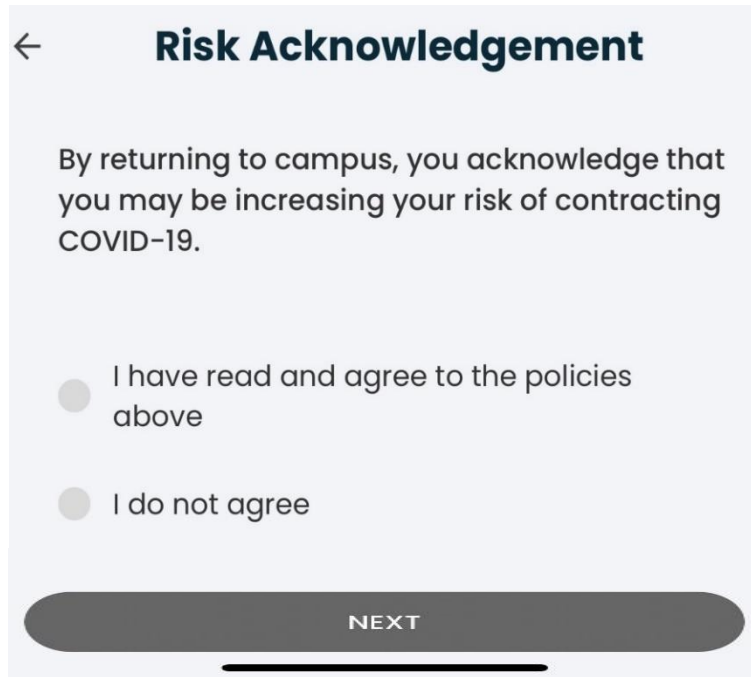
If you meet these criteria, please tap next

I confirm that the above information is accurate

I do not agree

NEXT

Step 8: Risk Acknowledgment: Please select the appropriate response for you. Then click **Next** at the bottom of the screen



← **Risk Acknowledgement**

By returning to campus, you acknowledge that you may be increasing your risk of contracting COVID-19.

I have read and agree to the policies above

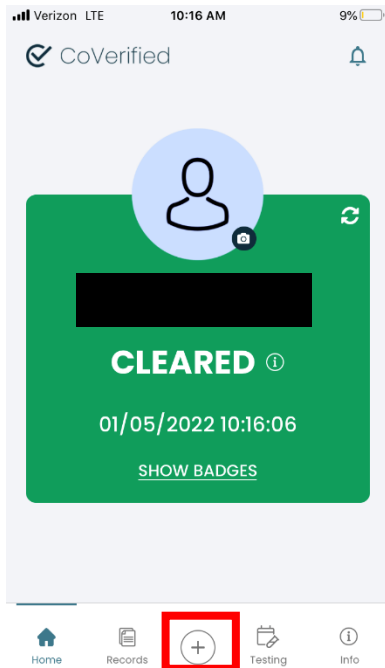
I do not agree

NEXT

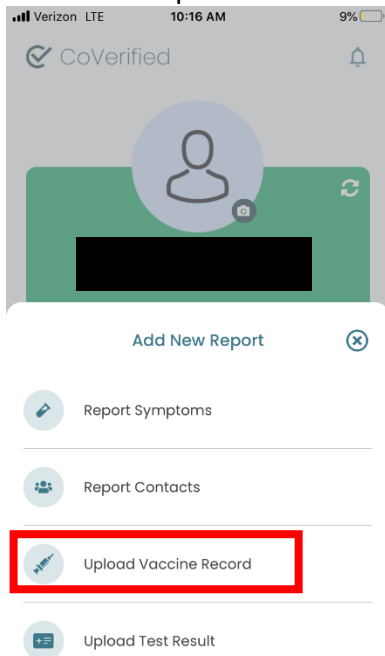
Now your CoVerified account is complete!

REPORT YOUR VACCINATION STATUS:

Once you are logged into the app, click the “+” button located at the bottom, middle of the screen:



Then click “Upload Vaccine Record”:



Then click "Administered."

Click the drop down under Vaccination type:

Verizon LTE 10:17 AM 9%

Please consult the COVID Site for Vac

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

Vaccination type

Select vaccine type... ▾

Administered

Exemption

Date performed

01/05/2022 🗓

Location

📎 Attach a file

By submitting your vaccination, you agree to our [Terms of Service](#)

CONFIRM

And click COVID-19 Vaccine:

Verizon LTE 10:17 AM 9%

Vaccination type ✕

COVID-19 Vaccine

Select the Manufacturer/Booster of the vaccine you received:

Verizon LTE 10:17 AM 9%

Manufacturer / Booster

Pfizer-BioNTech

Moderna

Johnson and Johnson

AstraZeneca/Oxford

Sinopharm

Sinovac

COVAXIN

Pfizer-BioNTech - Booster

Moderna - Booster

Johnson and Johnson - Booster

Enter the most recent date which you received a vaccine shot/booster:

Verizon LTE 10:17 AM 9%

Please consult the COVID Site for Vaccination type

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

Vaccination type

October	2	2019
November	3	2020
December	4	2021
January	5	2022
February	6	2023
March	7	2024
April	8	2025

CONFIRM DATE

CANCEL

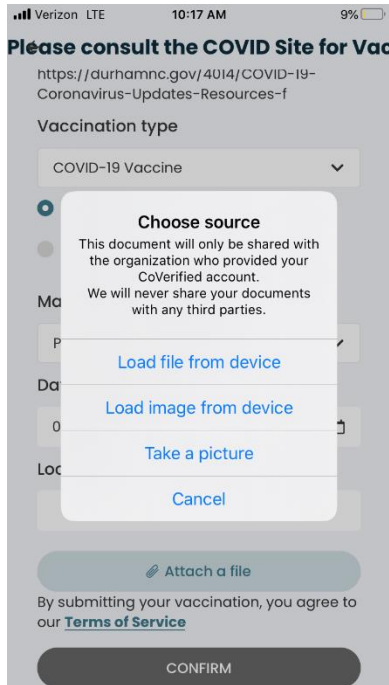
Attach a file

By submitting your vaccination, you agree to our [Terms of Service](#)

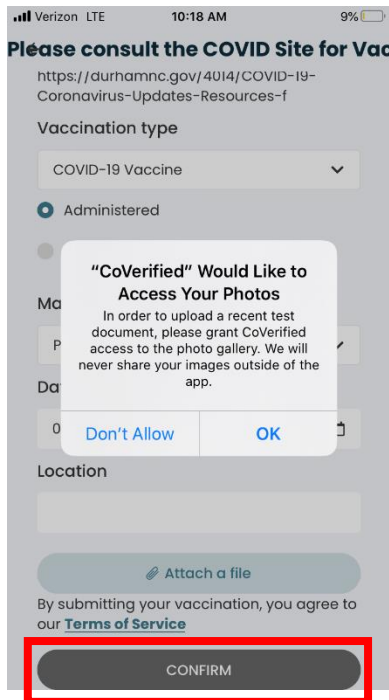
CONFIRM

Click “Attach a file” and “choose source*” that is applicable.

*Choose image if your document is a jpg or png format. Choose file if your document is a pdf or word format:

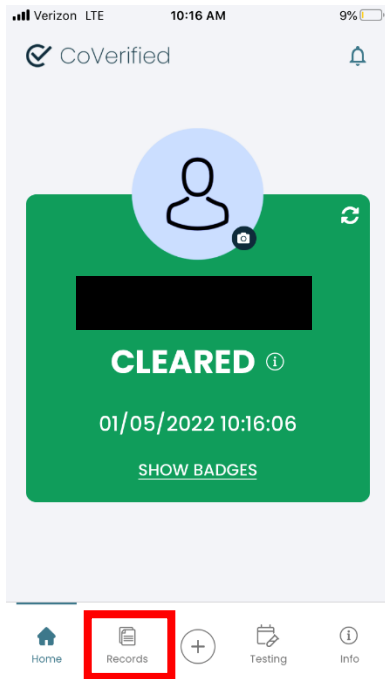


Click “OK” to allow CoVerified to access your photos or files. This must be done in order to attach a file. You will then need to select the file from your photos or files.

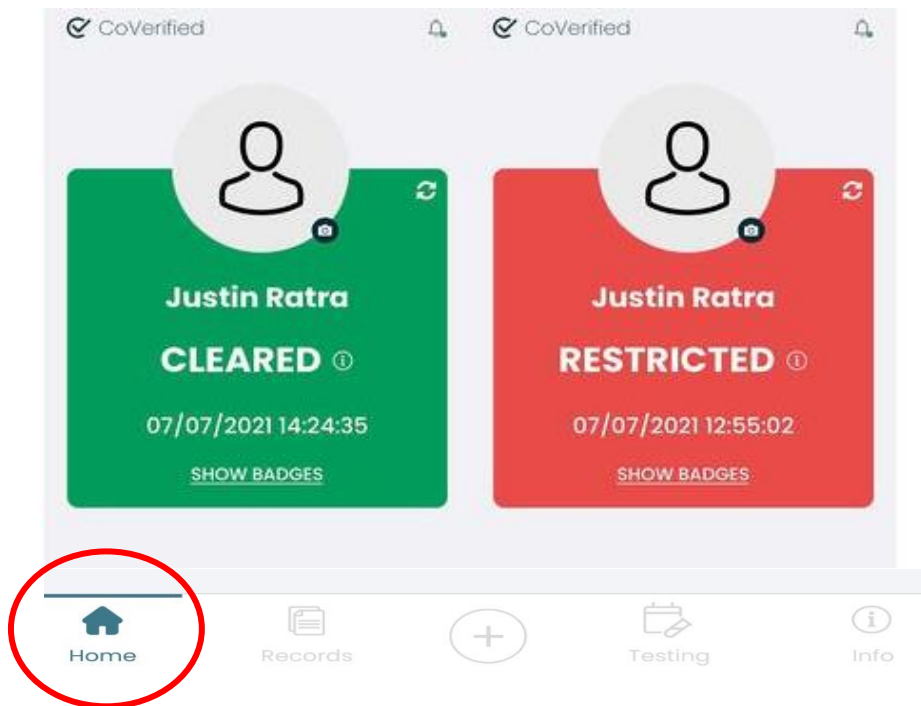


Then click “Confirm”.

Once you click Confirm your file will be uploaded. You will be able to access your Vaccine submissions by clicking on Records from the home screen:



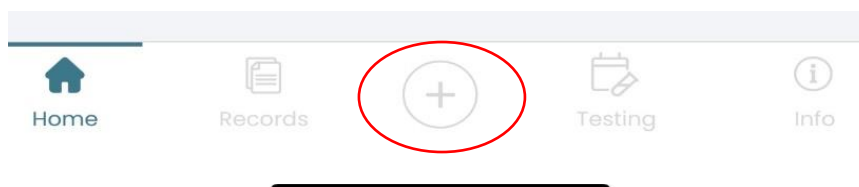
The CoVerified Home page will appear as follows:



The **Home Tab** 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.

Add Documents tab (+ in the middle of bottom of the screen): Primary function is for employees to upload their Vaccination Cards, and COVID-19 test results.



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.