

## Instructions for Carleton University Screening Process:

Please click on the following link to complete your Covid-19 Self-Assessment before coming to your appointment:

Link: [carleton.ca/covid19/cuscreen/visitor](https://carleton.ca/covid19/cuscreen/visitor)

1. If this is your first time logging in:
  - a. Click the Sign Up button at the bottom of the “Login to your account Section”
  - b. You can now create your account by entering your preferred email and setting up your password.
  - c. Select your language and verify your new account by accessing the verification email within the email account you have provided.
  - d. Once you verify your account, you will be prompted to sign into your account using the email address and password you have provided.
  - e. Click Confirm under the Enter registration code prompt. The registration code is **CARLETONU-VISITOR**.
  - f. Click on My profile and click Confirm after reading the consent and privacy information.
  - g. Fill out the new profile form as necessary. Note that the required fields are your first and last name.
  - h. Click Finish Registration. At this point you can also create another user profile if necessary. Please ensure you only create one account per individual in cuScreen.
  - i. Please note: Once your account is created, there are resources with regards to more privacy information and covid-19.
2. Next Steps:
  - a. Click on the vaccination status reporting form; you will need to attest to your vaccination status, input your first and second dates of your vaccines, and you will be required to upload your documents for proof of vaccine. (You will only have to do this once)
  - b. Click Submit
  - c. Click on the Covid-19 Self-Assessment form. Complete the questionnaire. Once you receive the green thumbs up status, you are good to proceed to Carleton. Please be prepared to show the green status to our front desk staff upon arrival to Carleton Sport Medicine.
3. If you have already created your account:
  - a. Login using the credentials you created (email and password. ([carleton.ca/covid19/cuscreen](https://carleton.ca/covid19/cuscreen)))
  - b. Click on the Covid-19 Self-Assessment form. Complete the questionnaire. Once you receive the green thumbs up status, you are good to proceed to Carleton. Please be prepared to show the green status to our front desk staff upon arrival to Carleton Sport Medicine.

### *Note on Privacy and Information collected:*

*Carleton University respects your privacy. Personal information you provide, including personal health information, collected through this system will be used and disclosed by Carleton University in accordance with Part III of the Freedom of Information and Protection of Privacy Act, and Part IV of the Personal Health Information Protection Act. Our authority to collect your personal information is derived from the following legislation:*

- *Carleton University Act;*
- *Health Protection and Promotion Act;*
- *Occupational Health and Safety Act; and*
- *Reopening Ontario Act.*

*More information and resources can be found on the My Thrive Health website once you create your account.*

*Any questions regarding privacy and information collected, can be directed to [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca).*