One-Time Registration:

1. Register your identity by visiting the initial registration page and providing the requested information.

2. Complete the requested Employee Information and click “Submit”. Validate “I’m not a robot” and click “Submit”. Close your browser window.

3. You will receive a new email containing the link to complete your Health Profile. Click the link and complete the requested information.

   Note: Authorization for Release of Medical Information is optional. Providing this authorization allows Employee Health to rapidly test and get test results if needed.

4. Completion of these steps will generate an automated email that contains a unique link for your daily screening responses. You must save this email for future use and should not share your personal link with others.

Daily Pre-Shift Screening:

Pre-shift screening is required for all personnel working on campus, and must be submitted before coming to work.

1. Access your daily monitoring using the unique URL emailed to you at the time of original registration.

2. Create a new Daily Monitoring survey by clicking “Edit Response” next to Submit Morning Symptom Log – Initial Intake

(Please note that previously submitted surveys will not be visible)

3. Next, click “Yes” and then click the submit button.
4. Complete all sections of the survey. The date and time of your submission will automatically be recorded in the system behind the scenes so if you are submitting your form more than a short amount of time after taking your temperature (should you have access to a thermometer) please record the time you took your temperature in the comment box. Click the button with the checkmark to submit your survey.

It is recommended that you repeat these steps every day that you receive a new survey notification, but is only required on days that you will be coming to campus unless EOHW has directed you otherwise.

5. After completing your survey, you may proceed to work unless your survey response directs you to take other action.

**Daily Post-Shift Departure Survey:**

At the end of your shift, you must notify Duke of your departure from work. Please do not fill out the Departure Survey until as close to when you are ready to leave as possible.

1. Access your daily monitoring using the unique URL emailed to you at the time of original registration.

2. Create a new Lab Checkout Time survey by clicking “Edit Response” next to Submit Lab Checkout Time – Initial Intake

(Please note that previously submitted checkout surveys will not be visible)
3. Next, click “Yes” and then click the submit button.

4. Enter your departure time by clicking the “Now” button on the survey display, then click “Submit” to record your response.