One-Time Registration:

1. Register your identity by visiting (link) 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.

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 “Begin Survey”
After you have completed this screening survey once, click “Submit another morning symptom log” to create a new survey for each shift worked.

3. Complete all sections, then click Submit to finalize your response.

4. 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.**

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

2. Locate the survey record for your current shift, which is the highest number record in your survey queue.

3. Click the “Edit response” button for that survey record.
4. Record your departure time by clicking the “Now” button on the survey display.

5. Submit the survey to record your response.