

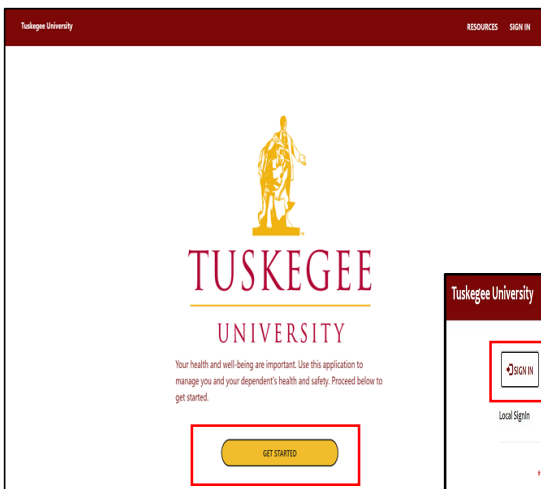
# REFERENCE GUIDE



## Golden Tiger Health Check Powered by Microsoft® Return to School App

Welcome to the Tuskegee University's Golden Tiger Health Check, getting you quickly and safely to class. In order to safeguard the campus and reduce potential spread of the COVID-19 virus, we are requiring all students, faculty, staff, consultants (regularly on campus) and third-party vendors returning to campus to use this app to generate daily campus admittance passes. Use the Golden Tiger Health Check to conduct quick symptom surveys, self-attestations and generate daily campus passes from your desktop or mobile device. Tuskegee University continues to monitor and respond to all updates and recommendations from the U.S. Centers for Disease Control and Prevention, as well as the Alabama Public Health Department, to ensure preparedness and the health and safety of our campus community. We thank you for your continued support.

## Getting Started

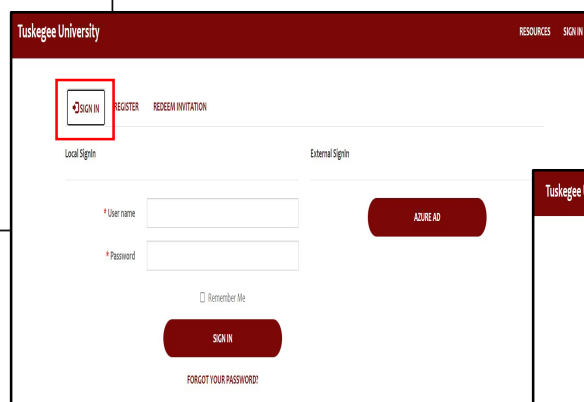


### To access the portal

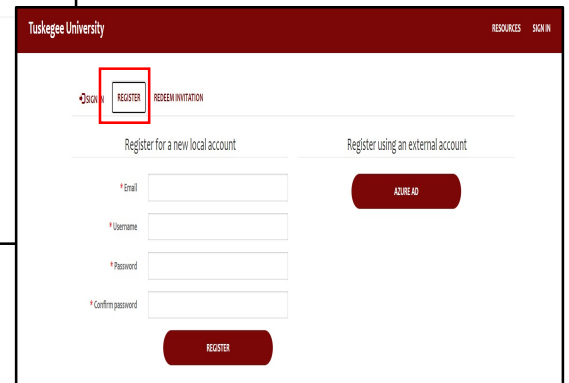
Click **Get Started** > **Sign In** > enter your **Tuskegee Username and Password** > click **Sign In**

### To create a new account

Click **Register** > enter user information > click **Register**



Review the user **Terms and Conditions** > click **Continue**



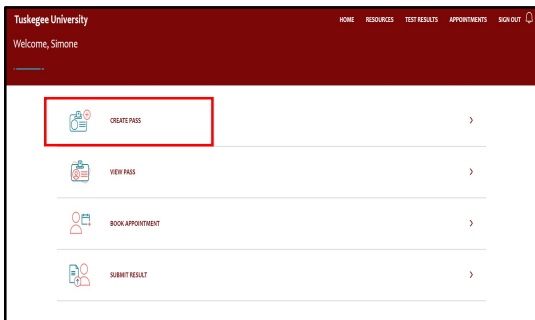
## IMPORTANT

Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).

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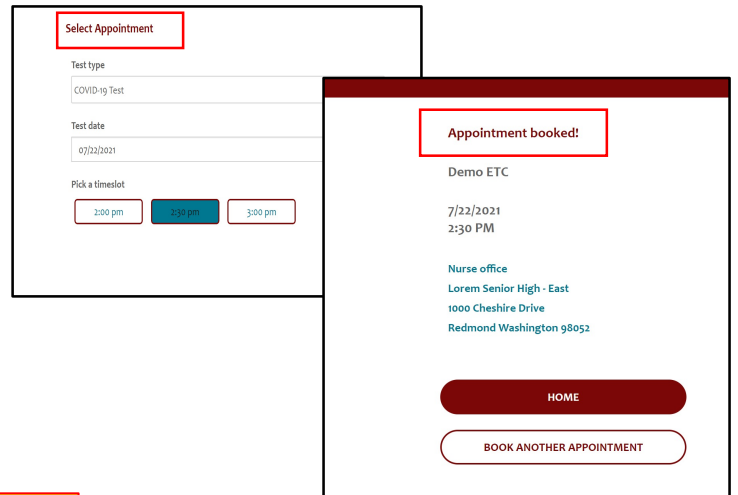
## Create a Pass



- After signing into the Daily Pass Portal, click > **Create Pass**
- Select the **name** of the person you are creating a pass for
- Select your **campus location**
- Review the daily self attestation, **health check questions**. You must answer all questions.
- Click> **Submit**

## Book Appointment

- To book a COVID-19 test appointment, select > **Book Appointment** from the Daily Pass Portal
- Select **Test Location**
- Select **Test Type** > **Test Date**> **Test Time** > **Next**
- Complete the **symptoms questionnaire**.
- You will receive an appointment confirmation



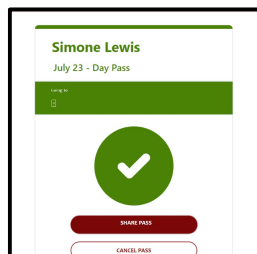
## IMPORTANT

Based on your health check answers, you will either be issued a daily pass or directed to book a COVID-19 appointment.

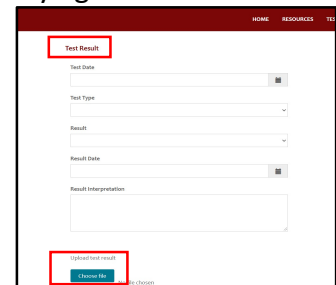
## Submit Request

## View a Pass

- To view a pass, select > **View Pass** from the Daily Pass Portal
- Click > **Share Pass** to share your pass with school personnel via email



- To submit your COVID-19 test results, select > **Submit Request** from the Daily Pass Portal
- Select **Test Date** > **Test Type**> **Result** > **Result Date**
- Upload any accompanying documents
- Click > **Submit**



CREATE



VIEW



BOOK



SUBMIT