

# COVID Navigator User Guide

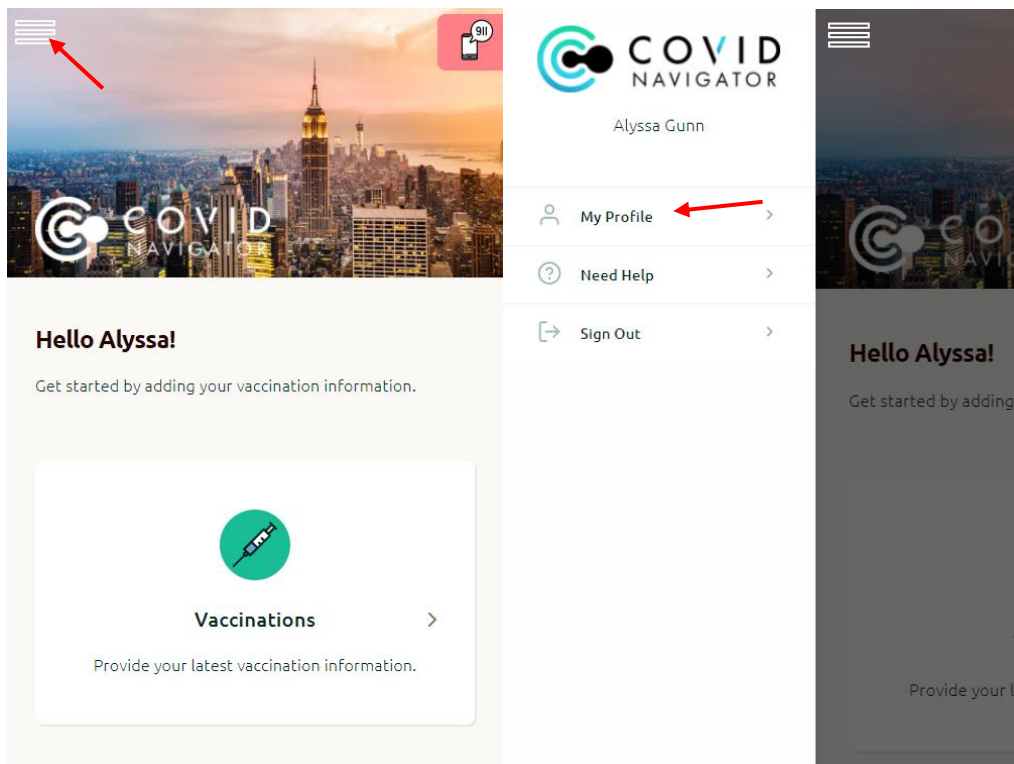
## Login to COVID Navigator

1. Click on the COVID Navigator link provided by your organization
  - You may be prompted to enter your Microsoft 360 credentials. Enter your username and email and click submit.

## Add your Date of Birth


**Note:** This step is very important and must be completed before submitting any vaccination information

1. Open the left side menu and click on My Profile



2. Click on the Edit pencil next to your name

< Home      My Profile

**Covid, Corey** 

<b>Age</b>	80
<b>Birthday</b>	Mar 10, 1940
<b>Client ID</b>	20-03-20326

3. Click into the Birthday textbox and enter your date of birth


< Home      My Profile

Your Name

Corey

Covid

**Birthday**

Invalid date 

4. Scroll to the bottom of the page and click Save

City

City

State

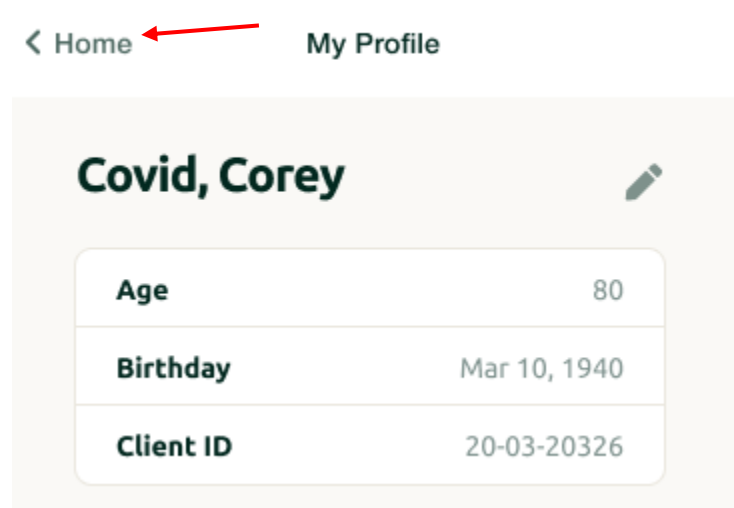
Zip

Zip

**Save**

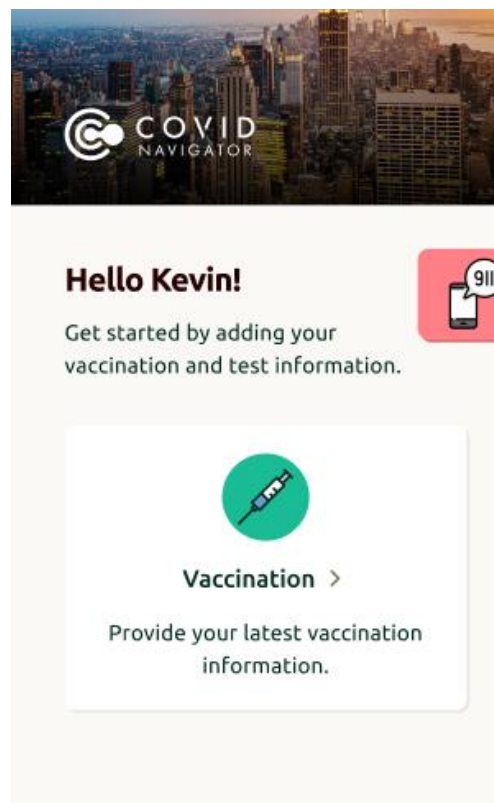
Cancel

5. Click on the Home button in the upper left corner of the screen to return to the Home page



### Add your Vaccination Information

1. Click on the Vaccination button to start the Vaccination Questionnaire



### 3. Answer all Vaccination Questions

1. You will be asked whether or not you have been vaccinated for COVID-19.
2. If you indicate that you have been vaccinated, you will be asked which vaccination you received (Moderna, Pfizer, or Janssen/J&J). Select the vaccination that you received and click Next.
3. Enter the dates of injection for your first and second vaccination doses. If you have only received one dose, enter the date of injection and click Save & Finish later.
4. Click on Add Photo and upload a photo of your vaccination card.
5. Once all fields are complete, click on Sign & Submit.
6. Sign your name and click Submit to complete the vaccination questionnaire. You will be taken to the Home page

### Vaccination Status

On the Home Page, you will see a Vaccination Status displayed. This will display as Vaccinated, Pending Approval, Denied, Incomplete, or Empty. Please see the following explanations for what each status means:

- **Vaccinated:** If your vaccination status displays as Vaccinated, this means that your submission of your vaccination information was successful and your vaccination is being recognized by your employer.
- **Pending Approval:** If your vaccination status displays as Pending Approval, this means that your submission of your vaccination information has been sent to your administrator and is awaiting review. Once your administrator reviews your vaccination information, your status will be updated.
- **Denied:** If your vaccination status displays as Denied, this means that your submission of your vaccination information was denied by your administrator. You may submit new vaccination information by clicking “Add new vaccination” on your home screen.
- **Incomplete:** If your vaccination status displays as Incomplete, this means that your vaccination information is not fully complete. To finish providing your information, click “Provide Missing Information” on the home page.
- **Empty:** If you do not see a vaccination status display on your home page, this means that you have not provided any vaccination information. If you would like to start filling out information regarding a vaccination, click on “Add new vaccination” on your home screen.

### Resources

For any questions regarding how to use the COVID Navigator App or to learn more about COVID-19, please review the FAQ located in the app. Click on the Help tab at the bottom of the app to review this information.