

# Instructions for Visitors

## How to Set Up an Account on cuScreen:

If you do not have a MyCarletonOne (MC1) account, you will need to create a new account on [cuScreen](#) in order to complete the mandatory COVID-19 Screening Self-Assessment.

Please note that a COVID-19 Screening Self-Assessment **must be completed daily before coming to campus.**

### This can be done through the following steps:

1. Visit [carleton.ca/covid19/cuscreen](https://carleton.ca/covid19/cuscreen).
2. Under **Visitors (No MC1)**, click **Create New Account** if you have not previously created an account, where you will be led to a new page from Thrive Health, Inc.
3. Click the **Sign Up** option at the bottom of the **Login to your account** section.
4. You can now create your account by entering your preferred email and setting up your password.
5. Select your language and verify your new account by accessing the verification email within the email account you have provided.
6. Once you verify your account, you will be prompted to sign into your account using the email address and password you have provided.
7. Click **Confirm** under the **Enter registration code** prompt. The registration code is **CARLETONU-VISITOR**.
8. Click on **My profile** and click **Confirm** after reading the consent information.
9. Fill out the new profile form as necessary. Note that the required fields are your first and last name.
10. 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.

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Please reach out to [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca) if you are experiencing problems setting up your account. Please also refer to the [cuScreen FAQ](#).

# How to complete a COVID-19 Screening Self-Assessment through cuScreen

Please note that a COVID-19 Screening Self-Assessment through cuScreen **must be completed daily before coming to campus**. If you do not have a smartphone or access to a computer to use cuScreen, there is a [paper-based self-assessment and location log](#) available.

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1. After logging into your [cuScreen account](#), click on **Complete Covid-19 Screening Self-Assessment**.
2. Click **Continue** after reading the COVID-19 risk status information.
3. Answer the COVID-19 Screening Self-Assessment questions by selecting **no** or **yes** to each question.
4. After completing the COVID-19 Screening Self-Assessment, you will receive a status of either green or red.



If you receive a green status you may continue to come to campus as planned. Ensure you are following all signage and are checking in and out of locations by scanning the relevant QR location codes with your smartphone. Please continue to follow all COVID-19 policies and protocols and be prepared to show the screen result as required.



If you receive a red status you must not come to campus or enter any campus buildings. If you are already on campus, you must leave campus immediately. You must also read through the recommendations provided for next steps.

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Please reach out to [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca) if you are experiencing problems completing a screening self-assessment. Please also refer to the [cuScreen FAQ](#).

# Using QR Location Codes Through cuScreen

If you have received a **green status** after completing your daily COVID-19 Screening Self-Assessment through [cuScreen](#), you are required to scan [QR location codes](#) to check in and out of locations around campus.

You only need to “scan” the QR location code with your smartphone camera at your final destination within a building. Your final destination is where you will be spending at least 15 minutes. All QR location codes are clearly identified as belonging to cuScreen through appropriate signage.

Please scan your QR location code through the following steps:

1. Open your camera on your smartphone
2. Hold your phone over the QR code
3. Click on the website that appears at the top of the screen

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When scanning QR location codes, it is easier if you are already logged into cuScreen on your phone. **Please ensure you create only one account in cuScreen.**

If you do not have a smartphone, you can instead use a [paper-based self-assessment and location log](#) to document your location on campus.

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Please reach out to [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca) if you are experiencing problems scanning QR location codes. Please also refer to the [cuScreen FAQ](#).