

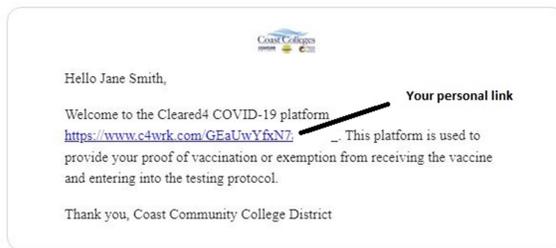
Coast Community College District
Instructions for Scheduling COVID-19 Testing through Cleared4
January 28, 2022

Go to Your Personal Cleared4 Personal Link

The District has created your profile in Cleared4 using your name, phone number, and District/College email. You received a welcome message with a private link from no-reply@cleared4work.com to your District/College email. This is your personal, secure link to Cleared4. The link never changes so you can save it to your phone home page and launch it like an app, or bookmark it to your computer. Within the Cleared4 system you can upload a picture of your vaccination card and enter the dates of the vaccination doses or ask for an exemption from vaccination. If you asked for an exemption from vaccination or are not fully vaccinated, you will be entered into a weekly testing protocol. If you will be part of the testing protocol, you will be able to schedule your COVID-19 testing through the Cleared4 system. Testing will be provided at all District college campuses (Coastline College, Golden West College, and Orange Coast College) starting on January 31, 2022, on an appointment basis. **Please retrieve your Cleared4 welcome email and your personal link provided in this email.**

Welcome Message

Welcome to Cleared4



Coast Community College District, 1370 Adams Avenue, Costa Mesa, CA - 92626, USA

Powered by Cleared4

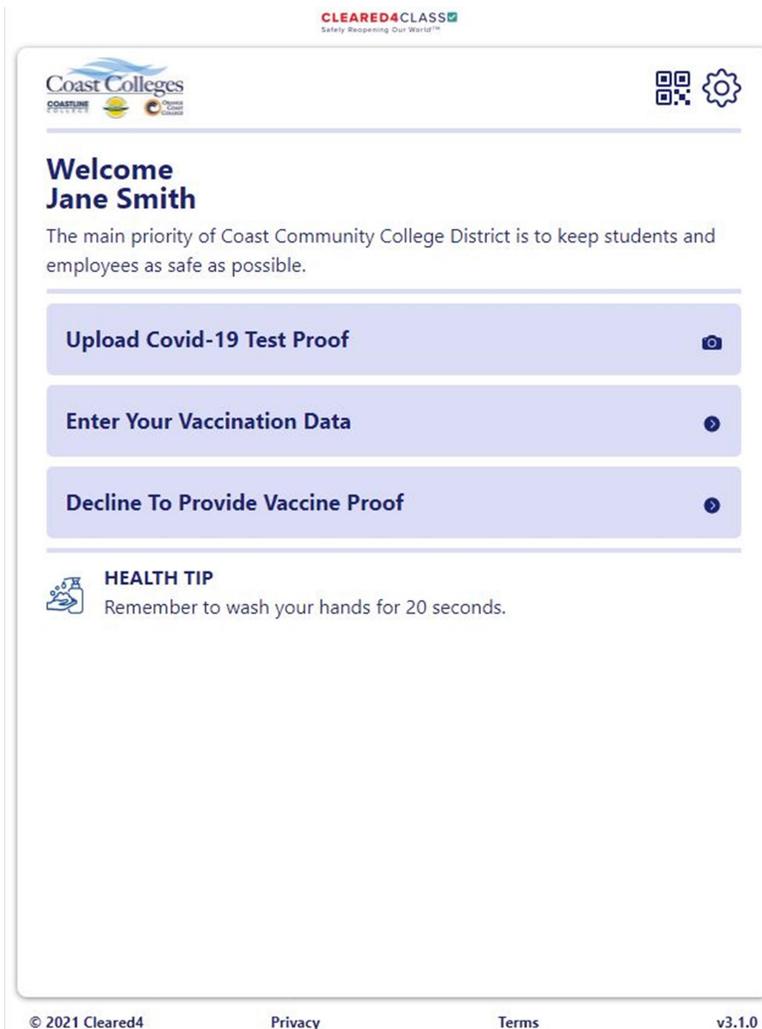
Click on your personal link.

If you have not accessed your personal link before, please first follow the steps described in the instructions posted at

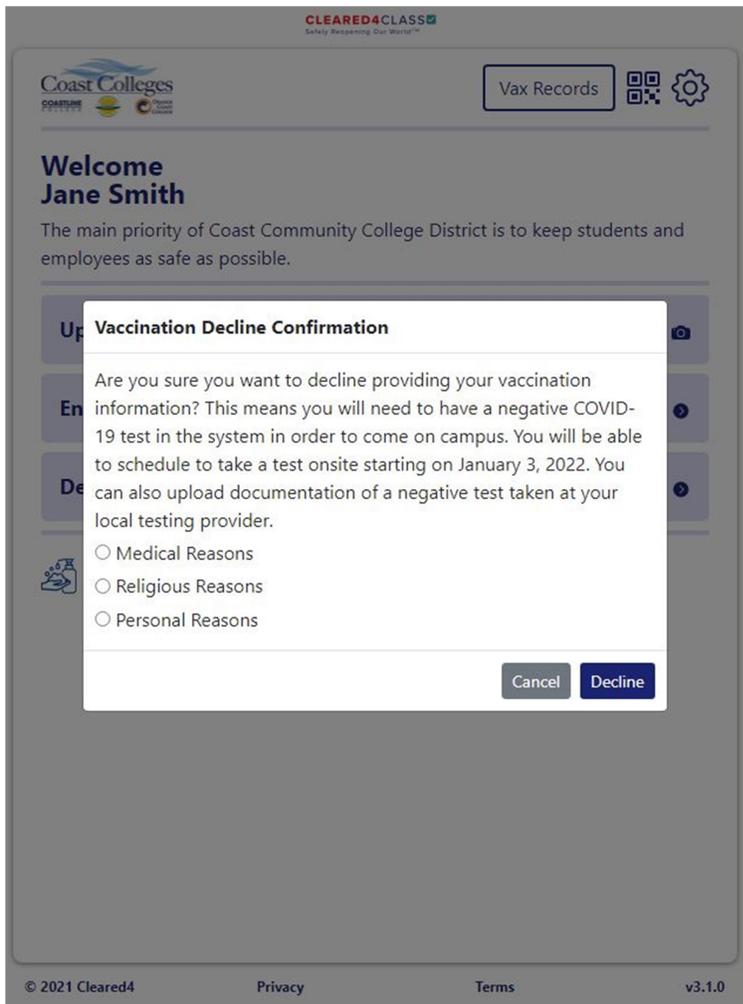
https://documents.cccd.edu/Students/Cleared4_Instructions_and_FAQs_12-3-2021.pdf

Requesting Exemption from Vaccination

If you have not done so already and would like to request an exemption from vaccination, please click on “Decline To Provide Vaccine Proof.”



Once you have clicked on “Decline To Provide Vaccine Proof,” you will be presented with the page below.



Please click on one of the three choices provided for exemptions and then click on “Decline” to submit your request for exemption. **Your request for an exemption is automatically approved. You will not receive a notification that the request for an exemption was approved. Starting on January 31, 2022, you will need to get tested for COVID-19 on a weekly basis if you are enrolled in a class which meets on-campus or if you come on-campus for support services.**

Important Note: Students enrolled only in online classes who do not come on-campus for support services do not need to provide vaccination documentation or test for COVID-19. However, if later in the semester a student enrolls in a class with an on-campus component or wants to come on-campus to receive support services, then the student needs to comply with the vaccination mandate with testing protocol.

After you have declined to provide vaccination documentation/requested an exemption from vaccination, your Cleared4 screen will look as shown below; the “Decline to Provide Vaccination Proof” is no longer shown.



Welcome Jane Smith

The main priority of Coast Community College District is to keep students and employees as safe as possible.

Book Covid Test Appointment



Upload Covid-19 Test Proof



Enter Your Vaccination Data



HEALTH TIP

Remember to wash your hands for 20 seconds.

Proceed to Scheduling Covid Testing

Click on “Book Covid Test Appointment.” You will be presented with the screen below which requests that you complete personal information.



Click on “Complete Your Personal Information.” You will be presented with the screen below. **You need to complete all fields with a red asterisk.** Some of the fields, such as the mobile number, may be pre-filled if you provided this information to the college before. However, if you mobile number changed, please update it.

Test Appointment Scheduler

Complete Your Personal Information
(Required for testing)

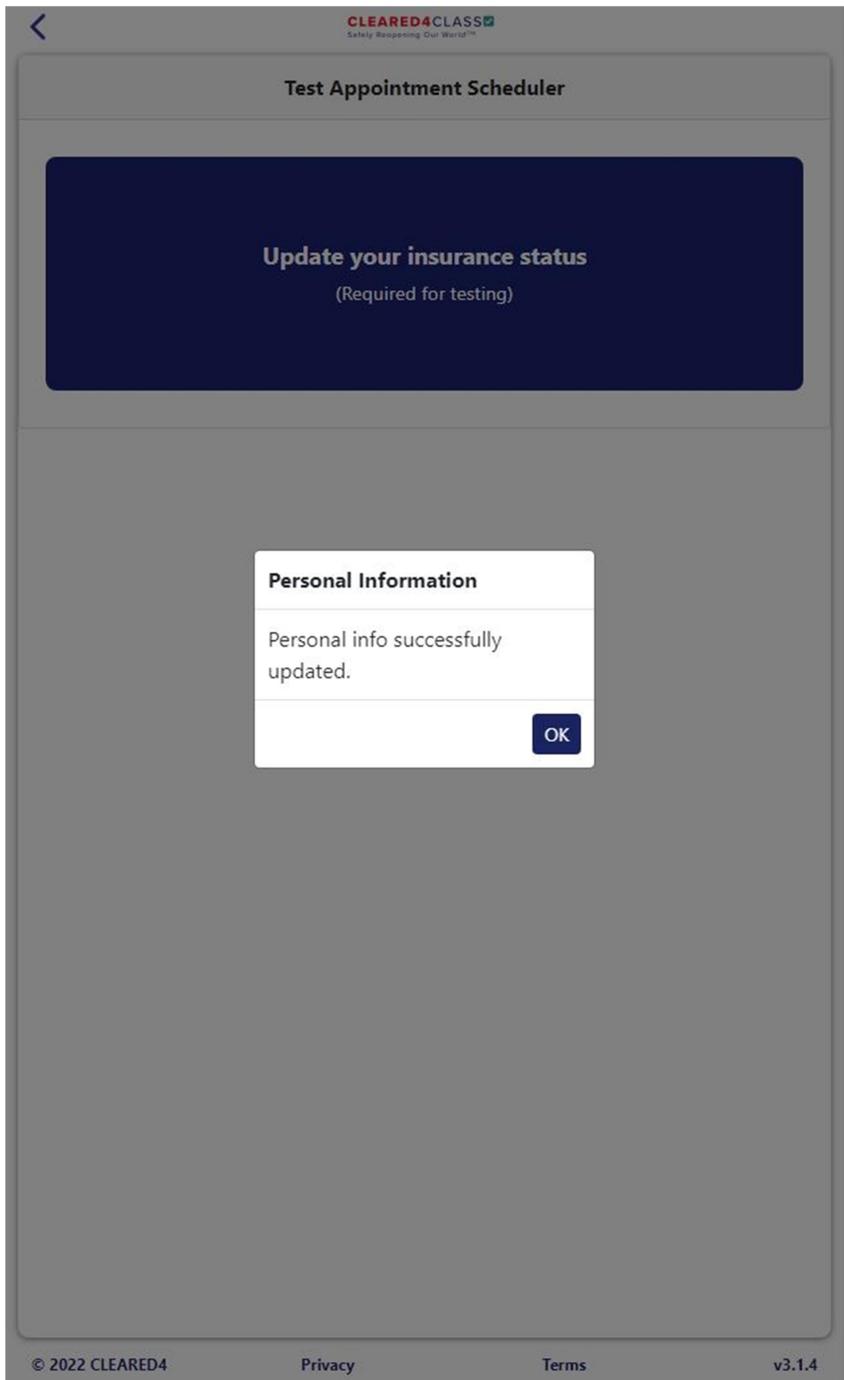
Personal Information [X]

First name: Jane
Last name: Smith
Country code*: USA (+1)
Mobile Number*: 805555555
Address 1*: 1370 Adams Avenue
Address 2:
City*: Costa Mesa
State*: CA
Zip code*: 92626
Country*: US
Date of birth*: 01 / 01 / 1980
Gender: No Response
Race: No Response
Ethnicity: No Response

Save

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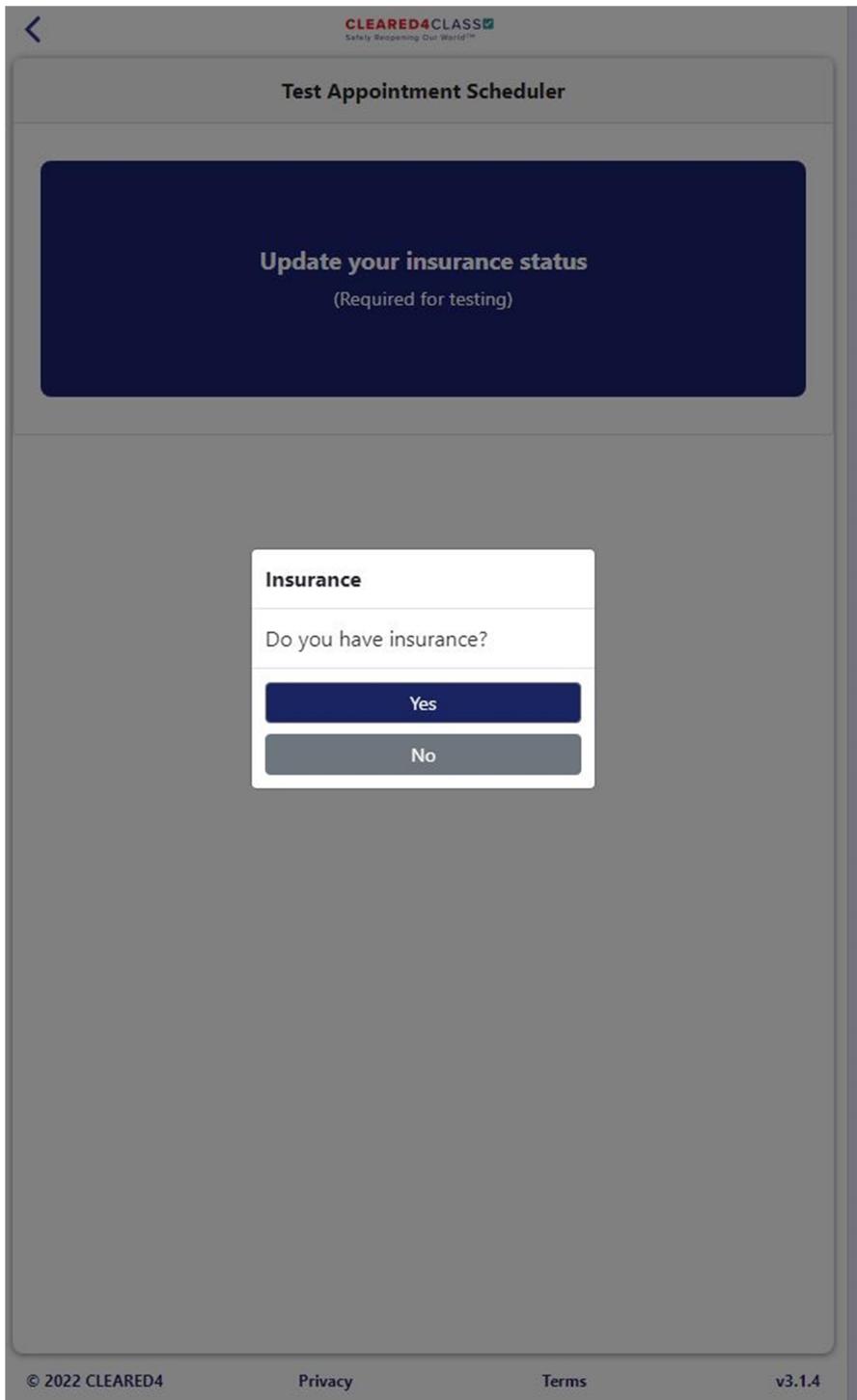
Once you filled in the required fields, click on “Save.” You will be presented with the screen below.



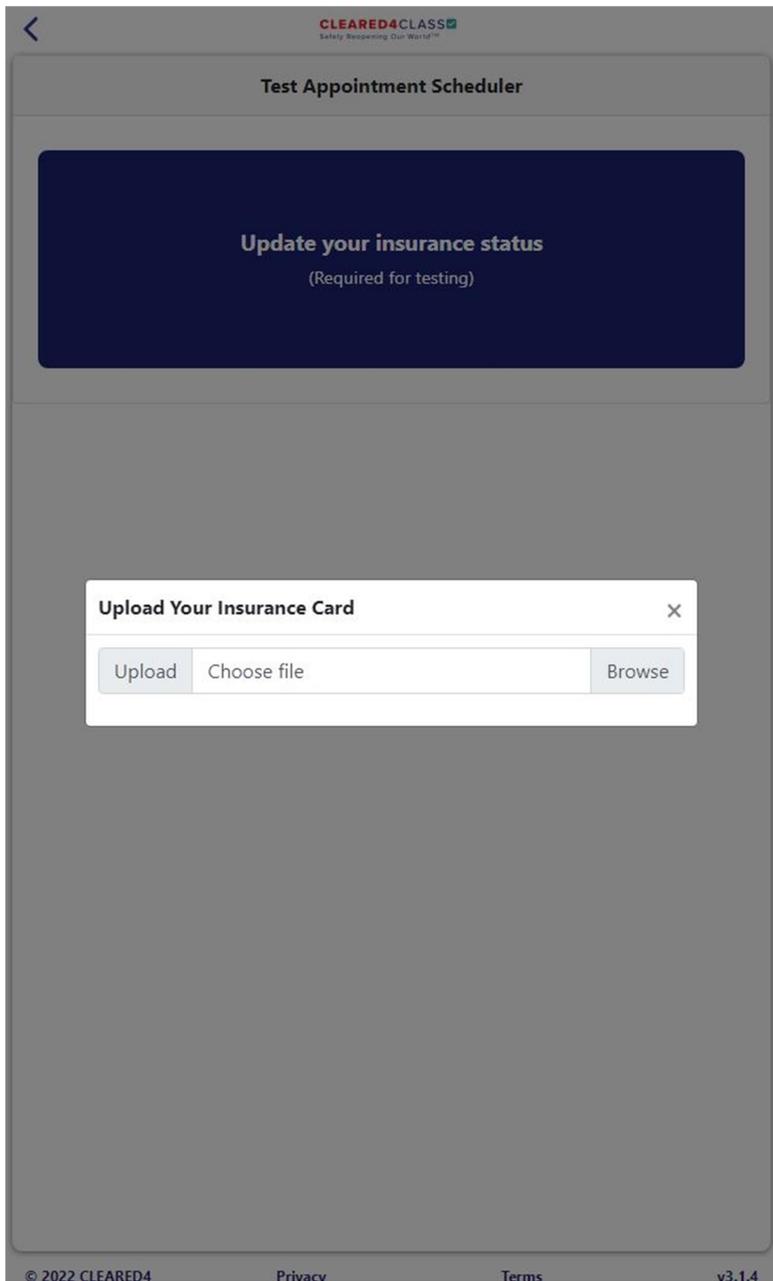
Click on “OK” and then click on “Update your insurance status.”



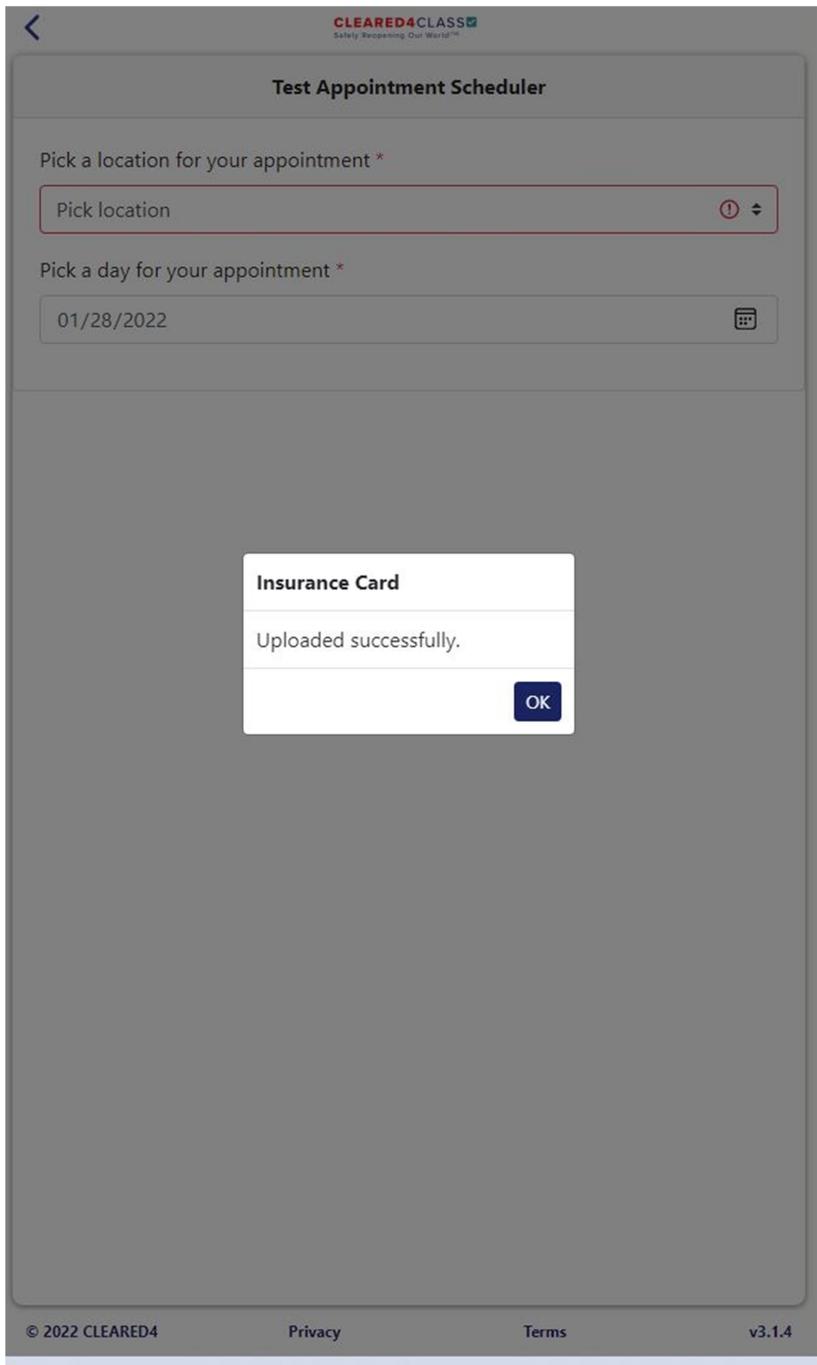
After you click on “Update your insurance status,” you will be presented with the screen below. If you have health insurance coverage, it is very important that you click on “Yes.”



Please make a picture of your insurance card. It is very important that the picture is readable and the information on the picture is clear. You will need to upload the picture of your insurance card.



After you uploaded the picture of your insurance card, you will be presented with the screen below.



Click on “OK” and then you will be presented with the screen labeled “Test Appointment Scheduler” shown on page 14. Please proceed from there.

If you do not have insurance, click on “No.” You will be presented with the screen below. Click on the box next to “I have read and agree to the terms” and then click on “Submit.” After that you will be presented with the screen “Test Appointment Scheduler” shown on page 14. Please proceed from there.

 **CLEARED4CLASS**
Safety. Empowering Our World.™

Test Appointment Scheduler

No Insurance Disclaimer ×

I attest, under perjury of the law, that I do not have health insurance.

Jane Smith

I have read and agree to the terms

Submit

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 **CLEARED4CLASS**
Safety. Reopening. Our World.™

Test Appointment Scheduler

No Insurance Disclaimer ✕

I attest, under perjury of the law, that I do not have health insurance.

Jane Smith

I have read and agree to the terms

Submit

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CLEARED4CLASS
Safely Reopening Our World™

Test Appointment Scheduler

Pick a location for your appointment *

Pick location ⓘ ↕

Pick a day for your appointment *

01/28/2022 📅

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To schedule a test, first please click on “Pick location.” Testing is provided at each of the college sites as listed at <https://www.cccd.edu/aboutus/novelcoronavirus/testinglocations.html> Please select the location most convenient to you. **You can schedule a test at any of our college sites, irrespective of which college you are attending.** Then pick a date for your appointment. Please make sure to select a day of the week when tests are provided as listed at the link above. If you select a date when testing is not provided at the specific location, you will be presented with a message that “No appointments available on this day / location. Select another day / location.”

After you selected the location and date, then you can select the time.

 **CLEARED4CLASS**
Safety Reopening Our World™

Test Appointment Scheduler

Pick a location for your appointment *

Orange Coast College - (OLD) Social Sciences Building Classroom 104

Pick a day for your appointment *

02/01/2022

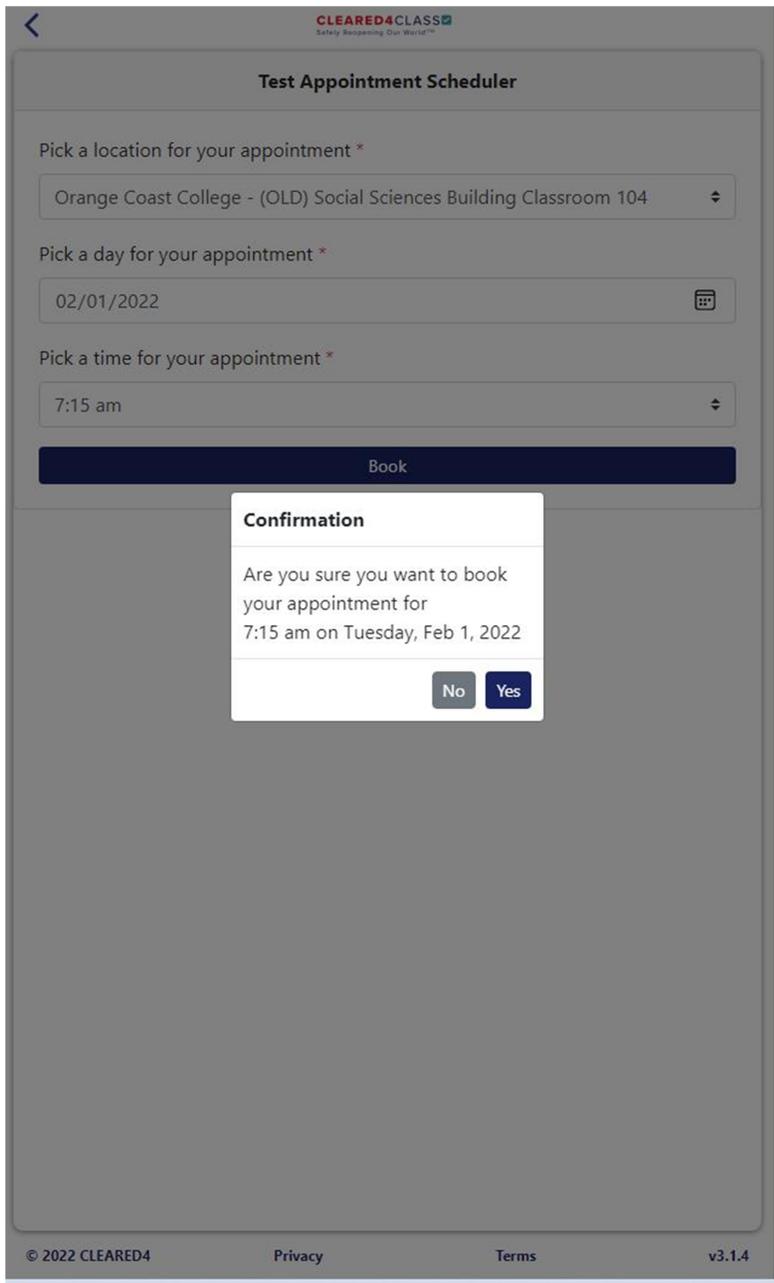
Pick a time for your appointment *

7:15 am

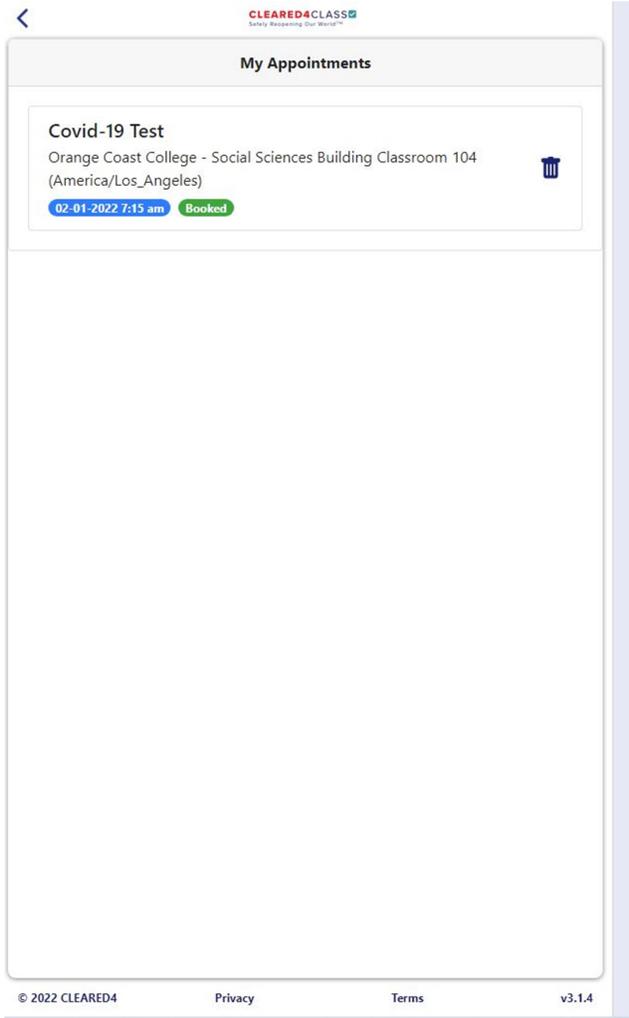
Book

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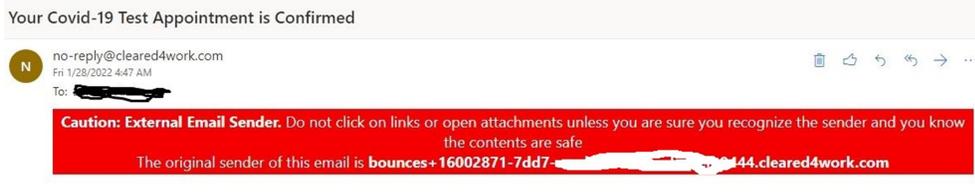
Once you have selected the time, please click on “Book.” You will be presented with a screen as shown below.



Click on “Yes” and you will be presented with a confirmation screen as shown below.

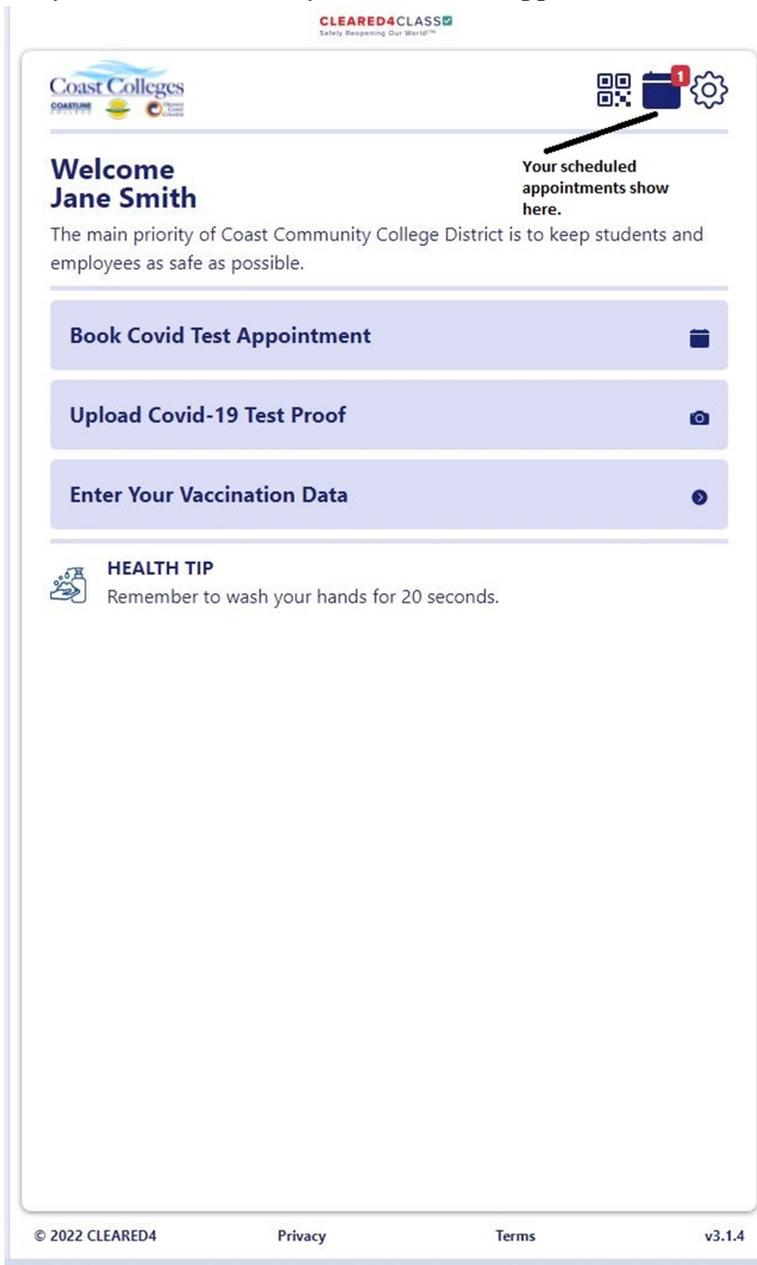


In addition, you will receive a confirmation email for your scheduled test.



Coast Community College District, 1370 Adams Avenue, Costa Mesa, CA - 92626, USA
Powered by Cleared4

On your Cleared4 link, your scheduled appointments can be accessed on the right upper corner.



You can schedule multiple appointments in advance. Please note that it will take 24 hours to 48 hours for your test results to be received in Cleared4. You will also receive a notification (email and SMS) from Cleared4 indicating whether your test result was negative or positive. If your test result is negative, you are cleared to come on-campus for seven days from the date the test was posted in Cleared4 and you receive a GreenPass. If your test result was positive, please do not come on campus and self-quarantine for 10 days. The college will be also informed that you tested positive and are not cleared to come on-campus. If you tested positive, once the 10 days of

self-quarantine have passed, you do not need to test again for 90 days. During these 90 days, you are cleared to come on-campus.

It is important to ensure that you schedule your Covid test within a seven day timeframe to maintain your cleared status to come on-campus. If you test at one of our college locations, the test results are automatically loaded in Cleared4. You do not need to upload proof of Covid-19 testing.

If you prefer to not test at one of our college locations, you can test at any other location that provided Covid-19 PCR diagnostic testing. You can then upload a picture of your test result and provide the information on your test result by clicking on “Upload Covid-19 Test Proof.” Please note that only Covid-19 PCR diagnostic test results are accepted. Results of home tests, antigen tests, or antibody tests are not accepted.

Whom can I contact if I have questions or need help?

Please contact your College at the email below.

- Orange Coast College Students - studentmandate@occ.cccd.edu
- Golden West College Students - studentmandate@gwc.cccd.edu
- Coastline College Students - studentmandate@coastline.edu