

Coast Community College District Cleared4 Instructions and FAQs

Coast Community College District has selected a health and safety platform [Cleared4](#) to manage the COVID-19 vaccine mandate with testing protocol. Cleared4 is a user-friendly software platform. Here are some key points to keep in mind.

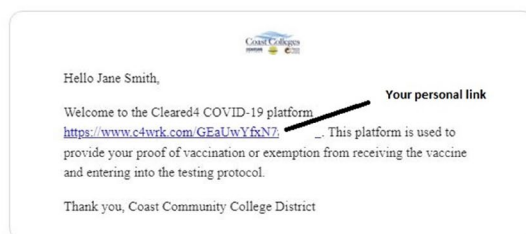
- Cleared4 is HIPAA, FERPA, and GDPR compliant
- Data is owned by Coast Community College District not Cleared4
- Only COVID-19 testing and vaccination data is collected
- No app download is needed
- No log-ins or passwords to remember

Q. How does Cleared4 work?

A. The District has created your profile in Cleared4 using your name, phone number, and District/College email. You will receive 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 ask 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. Information on testing will be provided in January 2022.

Welcome Message

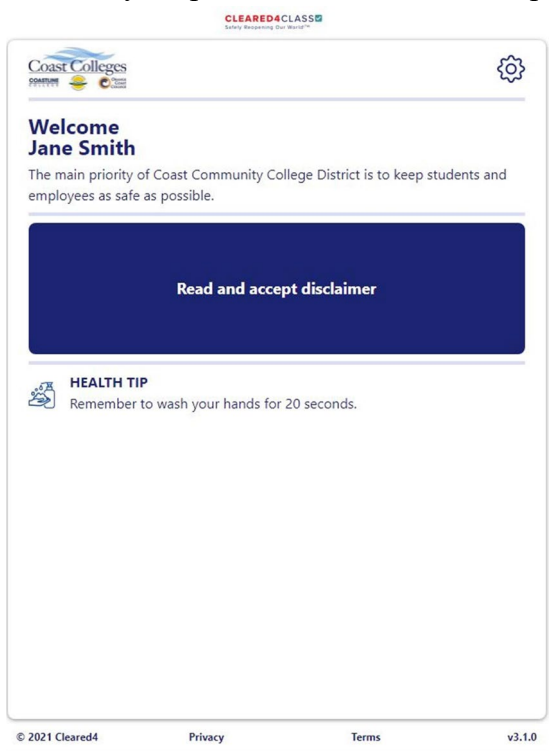
Welcome to Cleared4



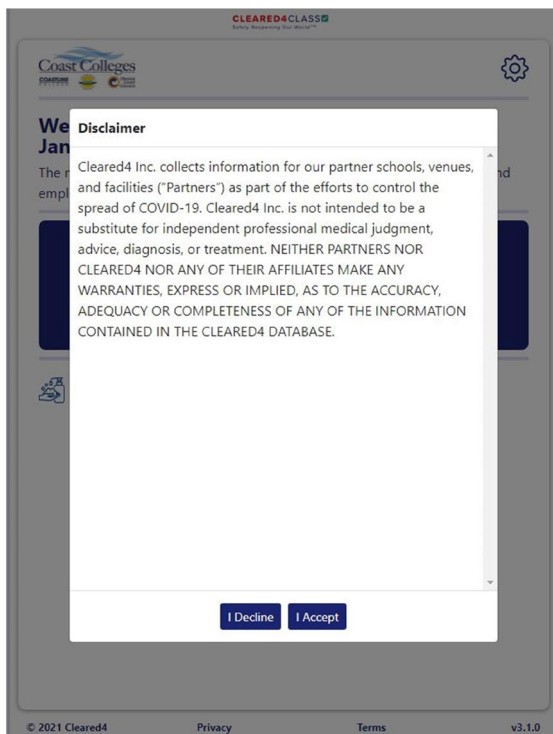
Coast Community College District, 1370 Adams Avenue, Costa Mesa, CA - 92626, USA

Powered by Cleared4

Click on your personal link. You will be presented with a disclaimer



Click on “Read and accept disclaimer”



Click on “I Accept” to continue.

You will be presented with the menu shown below.

The screenshot shows a mobile application interface for Coast Community College District. At the top, there is a header with the 'CLEARED4CLASS' logo and the tagline 'Safety. Resuming Our World.' Below this is a navigation bar with the Coast Colleges logo on the left and a QR code and gear icon on the right. The main content area starts with a 'Welcome Jane Smith' message, followed by a statement: 'The main priority of Coast Community College District is to keep students and employees as safe as possible.' Below this is a menu with three options: 'Upload Covid-19 Test Proof' (with a camera icon), 'Enter Your Vaccination Data' (with a right arrow icon), and 'Decline To Provide Vaccine Proof' (with a right arrow icon). A 'HEALTH TIP' section with a handwashing icon advises to 'Remember to wash your hands for 20 seconds.' The footer contains copyright information: '© 2021 Cleared4', links for 'Privacy' and 'Terms', and the version number 'v3.1.0'.

CLEARED4CLASS
Safety. Resuming Our World.™

Coast Colleges
COMMUNITY COLLEGE DISTRICT

Welcome Jane Smith

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

Upload Covid-19 Test Proof

Enter Your Vaccination Data

Decline To Provide Vaccine Proof

HEALTH TIP
Remember to wash your hands for 20 seconds.

© 2021 Cleared4 Privacy Terms v3.1.0

Personal Profile

You can update your profile information by clicking the gear icon on the upper right corner of the screen. You will be presented with the screen below. Use this screen to edit your Phone Number, Email, Language, Reminder Preference, and Reminder Time.

Profile

Jane Smith

Address

Address 1

Address 2

City

State

Country

Zip code

Phone

Country code

Mobile Number

Email Address

Reminders

☐ SMS
 ☒ Email

Reminder Time

Hours

Minutes

Timezone

12

30

America/Los_Angeles

Gender

No Response

Race

No Response

Ethnicity

No Response

Language

us English

Disclaimer Accepted

On

2021-12-01 12:14 PST

© 2021 Cleared4

Privacy


Terms

v3.1.0

Vaccination Documentation

If you have been fully vaccinated and would like to provide your vaccination documentation, please click on “Enter Your Vaccination Data.” You will be presented with the page shown below. You will need to: 1) upload a **clear** picture of your vaccination card or **clear** screenshot of your digital vaccination record which needs to show your name, date of birth, and the date(s) of the vaccination doses; and then 2) select the vaccine vendor (e.g., Pfizer), enter the vaccination dose(s), and the date(s) for each dose. It is important to enter the dates correctly and ensure that you add all doses in the correct order. After you enter the first dose, click on “Add”

and then proceed to entering the data for the second dose, if full vaccination for the specific vendor requires two doses. You can also enter the date for a booster shot, if you have had that in addition to the initial vaccination. You will not be cleared as fully vaccinated unless all dose(s) with their corresponding dates are entered correctly and submitted.




CLEARED4CLASS
Enabling Resilient Our World™

Add Vaccination

Please complete the following steps to upload a photo of your vaccination card or screenshot of your digital vaccination record. **You must upload all your vaccination information to be considered for access. (e.g. Dose 1, Dose 2, etc)**

If you have multiple cards with different doses or boosters, you will be able to upload them as part of this process. All records are stored in a HIPAA compliant manner.

Upload your vaccination proof 

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[Privacy](#)

[Terms](#)

v3.1.0



Add Vaccination

Please complete the following steps to upload a photo of your vaccination card or screenshot of your digital vaccination record. **You must upload all your vaccination information to be considered for access. (e.g. Dose 1, Dose 2, etc)**

If you have multiple cards with different doses or boosters, you will be able to upload them as part of this process. All records are stored in a HIPAA compliant manner.



Vendor*

-- select a vendor --

Vaccination date*

mm/dd/yyyy



Dose*

-- select a dose -

Add

CLEARED4CLASS

Safely Supporting Our World™

←

ADD VACCINATION

Please complete the following steps to upload a photo of your vaccination card or screenshot of your digital vaccination record. **You must upload all your vaccination information to be considered for access.** (e.g. Dose 1, Dose 2, etc)

If you have multiple cards, you will be able to upload them as part of a batch in a HIPAA compliant manner.

Submitted Successfully

Your documents will be reviewed and your vaccination status will be validated. You will be notified through SMS and/or email. Do you want to add another dose?

Yes, Use the same card

Yes, Add a new card

No, I am done

Coastline Colleges

COASTLINE COLLEGE

ORANGE COAST COLLEGE

Vendor*

Pfizer

Vaccination date*

07/16/2021

Dose*

1

Add

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Privacy

Terms

v3.1.0


7

CLEARED4CLASS
Safety. Respecting Our World.™


Add Vaccination

Please complete the following steps to upload a photo of your vaccination card or screenshot of your digital vaccination record. **You must upload all your vaccination information to be considered for access. (e.g. Dose 1, Dose 2, etc)**


If you have multiple cards with different doses or boosters, you will be able to upload them as part of this process. All records are stored in a HIPAA compliant manner.



COASTLINE
COLLEGE



GOLDEN WEST COLLEGE
GWC
HUNTINGTON BEACH, CA



ORANGE
COAST
COLLEGE

Vendor*

Pfizer

Vaccination date*

08/06/2021

Dose*

2

Add

© 2021 Cleared4

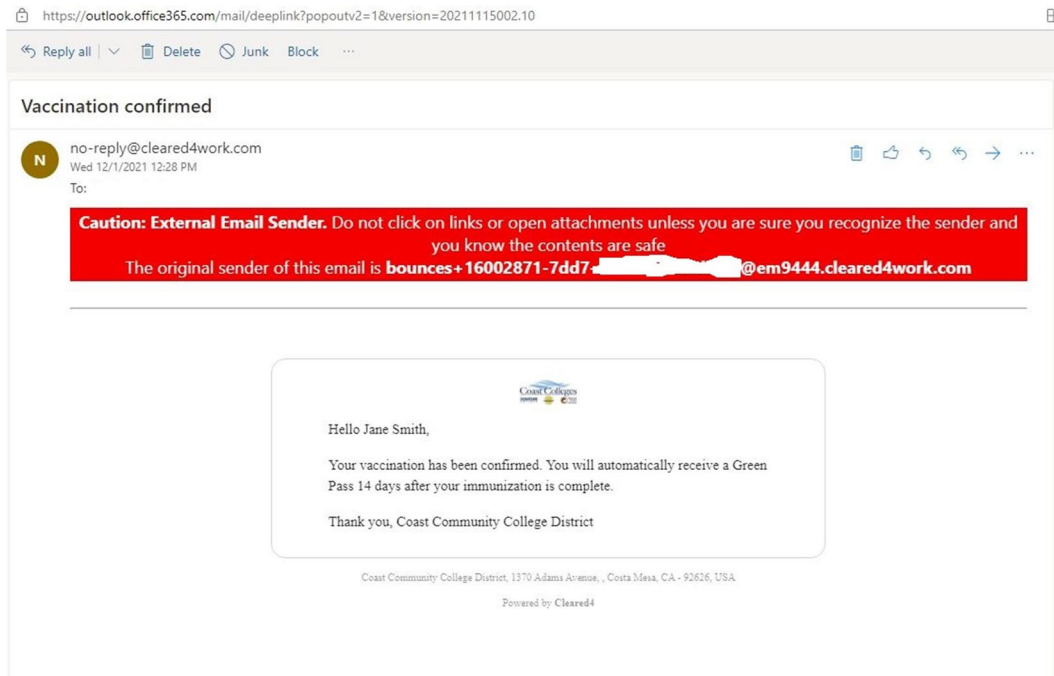
Privacy

Terms

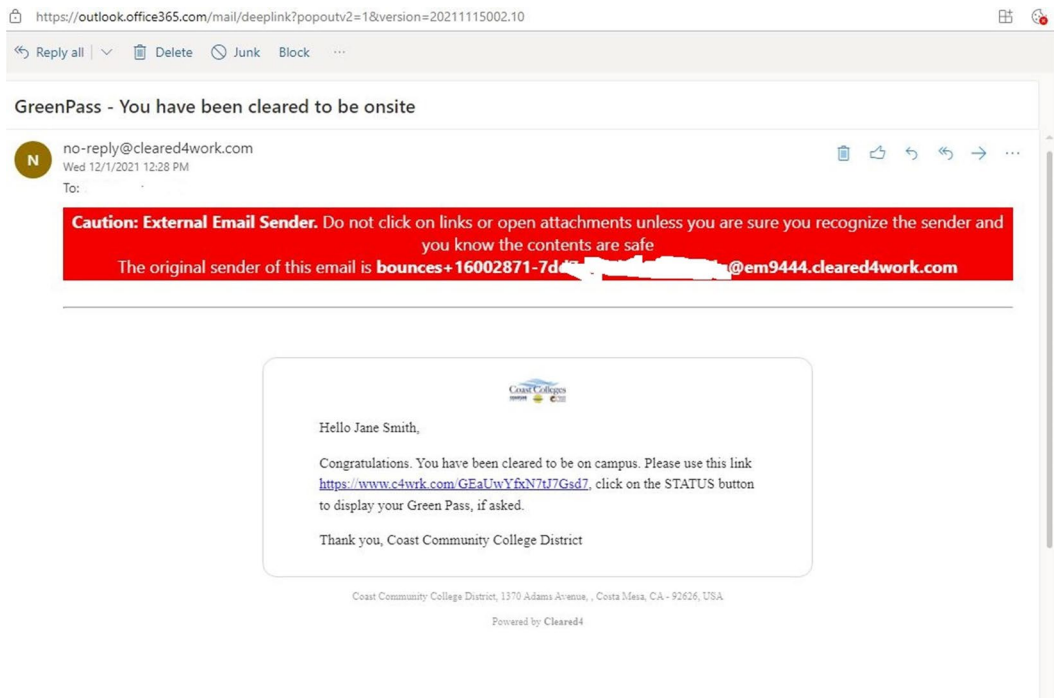
v3.1.0

Your vaccination documentation will be reviewed by the College. If it is correct and clear, it will be accepted. This may take 24 to 72 hours. Once accepted, you will receive a notification via email or text (based on how you selected to be notified in your personal profile).

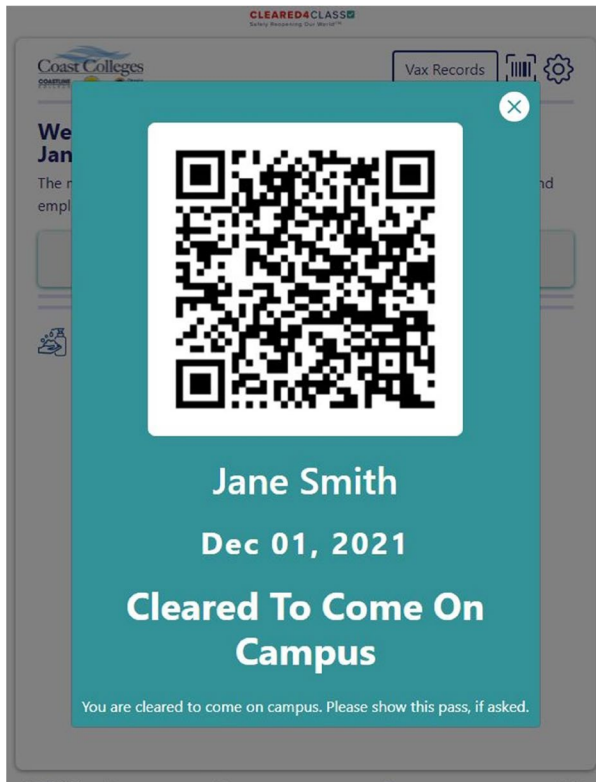
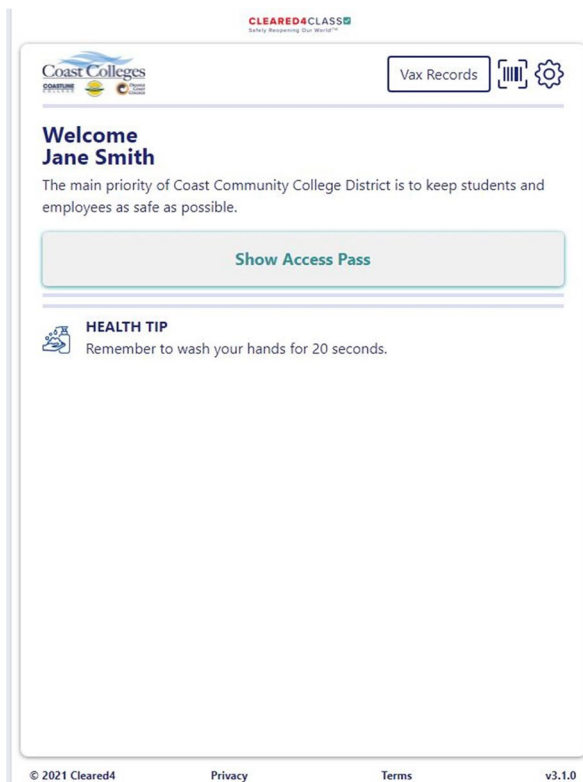
8



Once your vaccination is confirmed, you will be assigned a Green Pass (Access Pass), which indicates that you are cleared to be on campus. You will be notified via email and/or text.

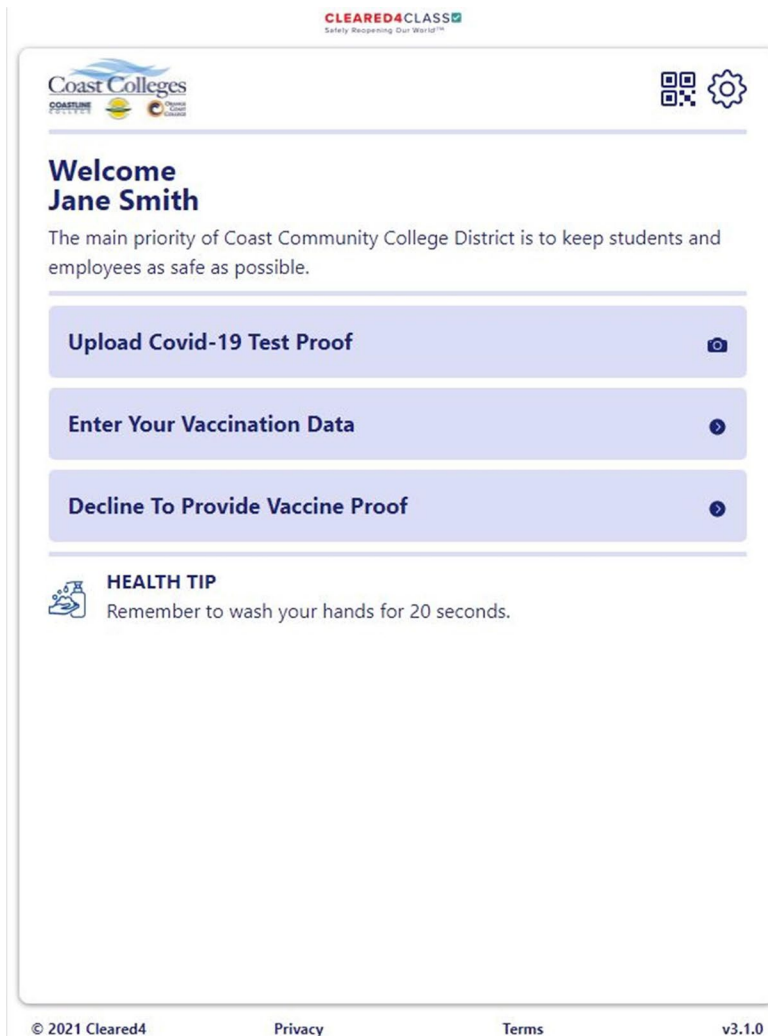


You will also be able to see your status by using your Cleared4 personal link by clicking "Show Access Pass."



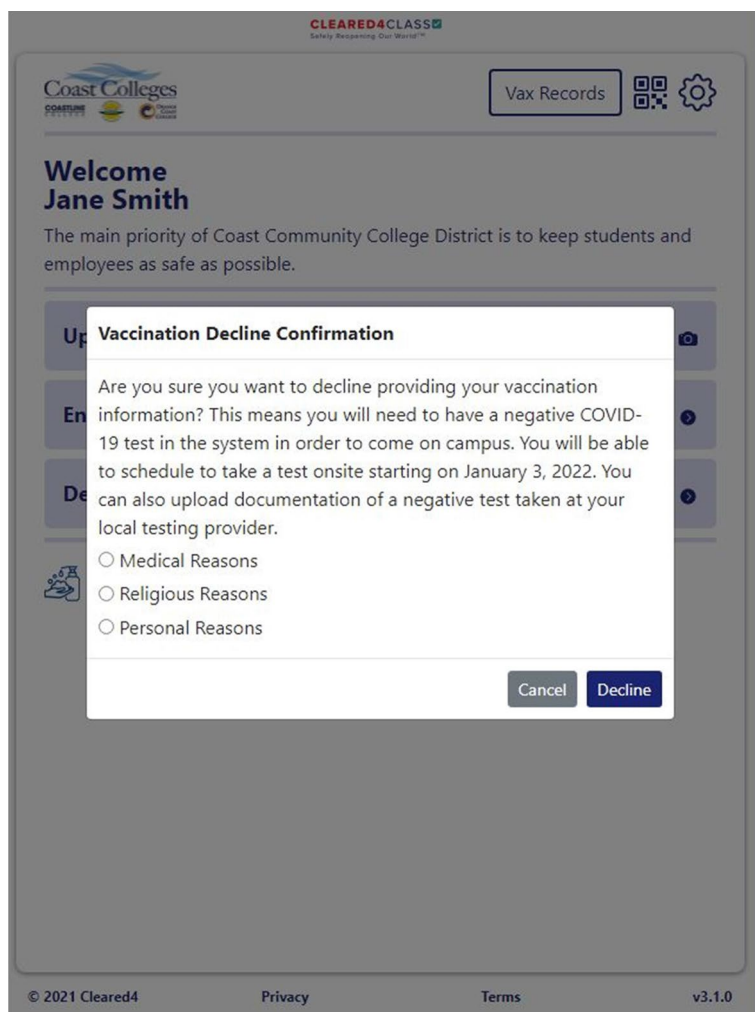
Requesting Exemption from Vaccination

If you would like to request an exemption from vaccination, please click on “Decline To Provide Vaccine Proof.”



The screenshot shows a web interface for Coast Colleges. At the top, there is a "CLEARED4CLASS" logo with the tagline "Safety Reopening Our World™". Below this is the Coast Colleges logo and a QR code. The main heading is "Welcome Jane Smith". A message states: "The main priority of Coast Community College District is to keep students and employees as safe as possible." Below this are three buttons: "Upload Covid-19 Test Proof" (with a camera icon), "Enter Your Vaccination Data" (with a right arrow icon), and "Decline To Provide Vaccine Proof" (with a right arrow icon). A "HEALTH TIP" section with a hand icon says "Remember to wash your hands for 20 seconds." The footer contains "© 2021 Cleared4", "Privacy", "Terms", and "v3.1.0".

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. Starting on January 31, 2022, you will need to get tested for COVID-19. Information on COVID-19 testing will be provided.

Q. I have never received an email welcome message.

- A. Check with your College (see College emails listed further below) to see if
1. Your email address is correct
 2. You are on Active Status in Cleared4
 3. Please check your spam filter and mark no-reply@cleared4.org as safe. If you mark it as SPAM, you will not receive the email reminders.

Q. First time users: I cannot open the link or the link does not work.

- A. Follow these steps one at a time, checking after each step to see if the link works.

1. If using an iPhone, go to Settings>Safari and turn off “Block all cookies.” Then restart the phone
2. If unblocking cookies is not the issue, restart the phone in any case
3. If the link still does not work, try opening the link on another device: phone, tablet, or laptop. If the link works on another device, then this can be a temporary fix

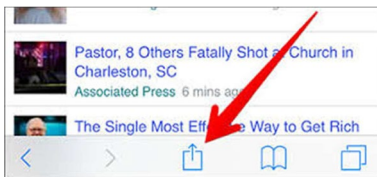
Q. Regular users: I cannot open the link or the link does not work anymore.

- A.** Follow these steps one at a time, checking after each step to see if the link works.
1. Close all old Cleared4 browser windows
 2. Restart phone
 3. If the link still does not work, try opening the link on another device: another phone, tablet, or laptop. If the link works on another device, then this can be a temporary fix.

Q. How do I bookmark Cleared4 on my phone?

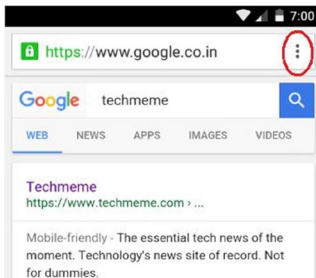
A. iPhone

Click your personal link in your text message or email. Safari will open. Click the Share icon at the bottom of the page and decide where you would like to save your bookmark. It looks like this -



Android Phone

Click your personal link from the text message or email. Chrome will open. Click the three dots on the upper right corner of the screen. Select add to home page or bookmark as you prefer.



Q. How do I turn OPT OUT/ turn on or off text and/or email reminders or adjust the time of my reminders?

A. Click on your personal link and click the gear icon, located on the upper right corner of your screen.

1. Update your mobile number and email address
2. Check or uncheck Remind via SMS and/or email as desired
3. Select preferred Remind Me time
4. Make sure you scroll down and hit SAVE when done.

Q. I believe I was included in Cleared4 by mistake

A. Please contact your College at the email below.

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

A. 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