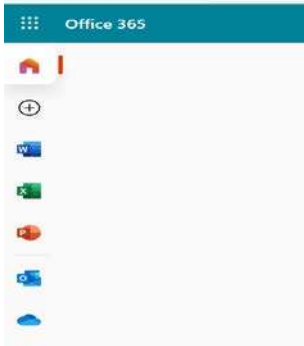


## Step by Step Completing the Daily Symptom Checker

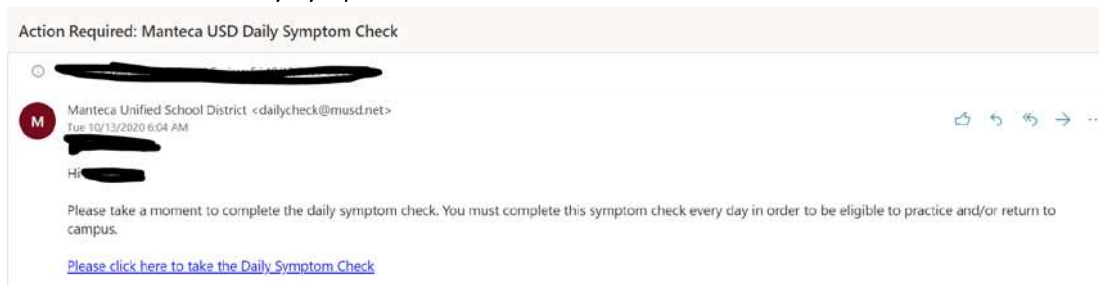
1. Go to your child's office 365 account. You will need enter their student ID# 6100.....@musd.net and then their password is their 8 digit birthday.



2. You will need to go to your child's outlook account and click on their email (highlighted app below)



3. You will see an email from Manteca Unified School District in your child's email. Click on the blue link that is called "Daily Symptom Checker"



4. This is the first window that will pop up. Please click on the blue arrow



This is a daily symptom check. Based on your responses, you will either be asked to remain home or be approved to attend school or come to campus:

By completing the survey and submitting your responses, you agree that the information collected can be used by the Monteca USD to provide a safe environment for all. The data will be used solely to determine if you should attend school or come to campus at this time. All data will be kept confidential.

The District is concerned for your safety and the safety of your co-workers, students, and families. We are monitoring the development of Coronavirus. In the interest of ensuring a safe and healthy learning environment, we require that you monitor your health status by carefully completing this self-assessment each day before coming to work or attending school. Self-screening is to be completed daily by active employees/students before coming to work or attending school. This information is based on Centers for Disease Control and Prevention's (CDC) Guidelines.



5. It will then take you to this 2<sup>nd</sup> screen that will ask you if you would like to receive a text message. You can enter in your cell phone number and you will get a daily text instead of a daily email to your child's email

If you wish to receive a daily reminder for your daily symptom check survey (self-screener) through text messages on your phone, then please enter the area code followed by your phone number.

In future, if you wish to not receive these text messages, then you can later deselect this option.

Yes, I would like to receive future invites as text messages on my mobile. Please enter your US mobile number. (Please enter only numbers without spaces or any characters).

1XXXXXXXXXX



6. Please continue with answering the daily symptom checker.
7. When you complete the symptom checker it will give you a green check that says you are approved to come to campus. **If you receive a Red X you are not clear to come on campus. If you receive a red X you will receive further information on what you need to do.**

Based on your responses, you are eligible to come to campus today.



Status: APPROVED  
Timestamp: [REDACTED]