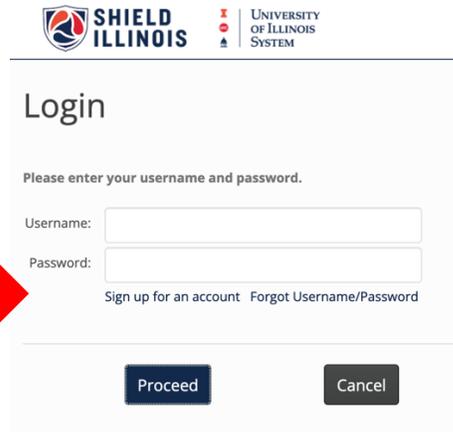


Instructions for On-Site Weekly COVID-19 SHIELD Testing

Setting up SHIELD Account:

1. Create an account in SHIELD before your first test at portal.shieldillinois.com
2. Click "Sign up for an account".

SHIELD ILLINOIS UNIVERSITY OF ILLINOIS SYSTEM

Login

Please enter your username and password.

Username:

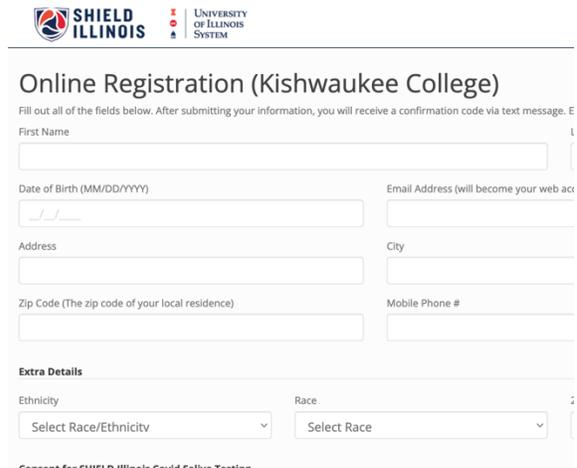
Password:

[Sign up for an account](#) [Forgot Username/Password](#)

3. Enter in agency code:
 - a. Employee Agency Code: zeoxdjkc-emp
 - b. Student Agency Code: zeoxdjkc-stu

Enter your Agency Code:

4. Complete Online Registration for Kishwaukee College. **You must use your @kish.edu email address when signing up for an account.**



SHIELD ILLINOIS UNIVERSITY OF ILLINOIS SYSTEM

Online Registration (Kishwaukee College)

Fill out all of the fields below. After submitting your information, you will receive a confirmation code via text message. E

First Name

Date of Birth (MM/DD/YYYY)

Email Address (will become your web ac

Address

City

Zip Code (The zip code of your local residence)

Mobile Phone #

Extra Details

Ethnicity

Race

Select Race/Ethnicity

Select Race

Consent for SHIELD Illinois Covid Saliva Testing

5. Upon submission of online registration form, you will receive a special code via text and email to confirm your identity.
6. Set-up account password.
7. Once complete, you can set-up weekly appointments in SHIELD system.

Appointments are recommended, but not required.

To obtain a COVID-19 SHIELD Test at Kishwaukee College:

Complete SHIELD Account set-up.

Enter Door #6, off of the A parking lot. Testing site is located in C1121.

If you have an appointment, please arrive 5 minutes before appointment. You should allow 15 minutes to complete test. Times may vary based on volume. Appointments are encouraged.

- *Prior to testing, you should not eat, drink (including water), chew gum, smoke, or use tobacco products within 60 minutes of providing a saliva sample. Doing any of these things within 60 minutes of providing a sample could produce an inconclusive result and require you to re-test.*

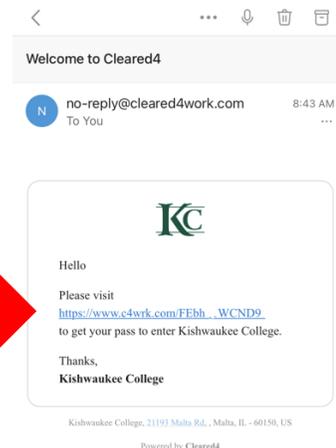
Once you have completed testing, you will be allowed entry into the building.

Within 24-48 hours after testing your results will be updated in the Shield and CLEARED4 system.

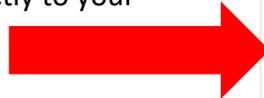
You will be required to schedule/complete SHIELD test weekly to keep a green pass in CLEARED4 to enter the building. *Be sure to test every 7 days.*

Obtaining Access Pass in CLEARED4:

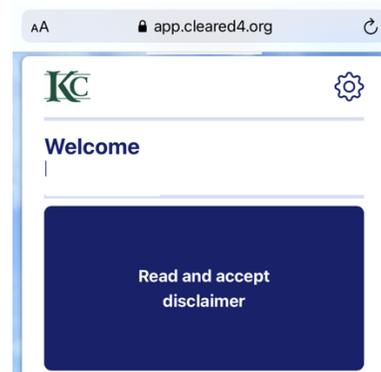
1. You will receive an email from the CLEARED4 system with a unique link. **You will need this link daily to access campus facilities. DO NOT SHARE LINK as this is unique to you.**



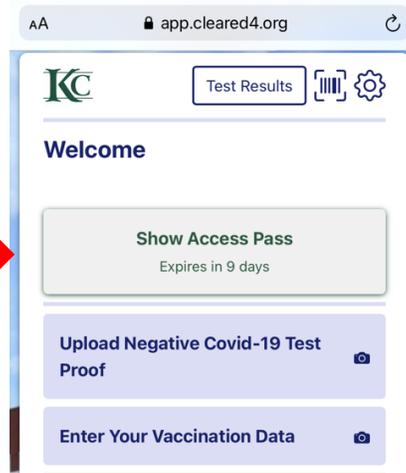
2. Click on link in email to go directly to your CLEARED4 record.



3. The first time you enter CLEARED4 you will need to review and accept disclaimer.



4. Once accepted, you will click on “Show Access Pass” to receive daily QR Code.

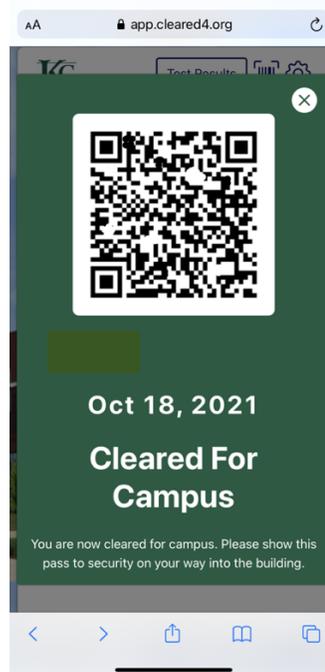


5. Present Green Pass at entry door check points.

No Smartphone? No problem.

1. Use the unique link in the CLEARED4 welcome email to access your record.
2. Complete steps 1-4.
3. Print off your access pass.
4. When you arrive to an entry door present the pass to the attendant and allow them to scan your pass.

Repeat daily when you are on campus.



If you have any issues with CLEARED4 showing correct access pass, stop by the COVID-19 testing site, entering Door 6 from A parking lot.

If you have questions, please email:

Employees: kishhr@kish.edu

Students: covid@kish.edu