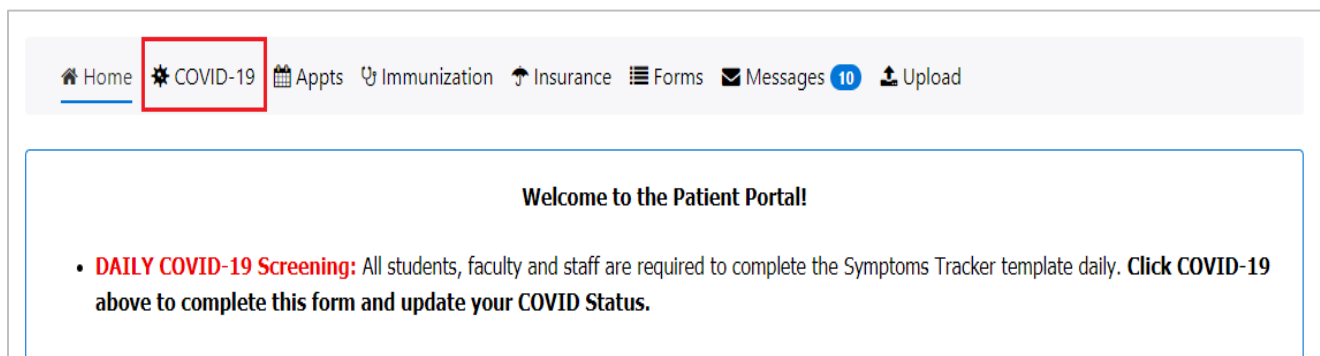


COMPLETING THE SYMPTOMS TRACKER DAILY

All Carleton Students, Staff, and Faculty on-campus are expected to complete a daily exposure and symptom tracking form on the MySHAC student portal. Follow the instructions below to complete the Daily Tracker Form.

- Access the form at <https://go.carleton.edu/mySHAC>
- Log into the Student Portal with your **Carleton username and password**.
- Select the **COVID-19 button on the top of the page (on a desktop) or in the menu button on a mobile device**.

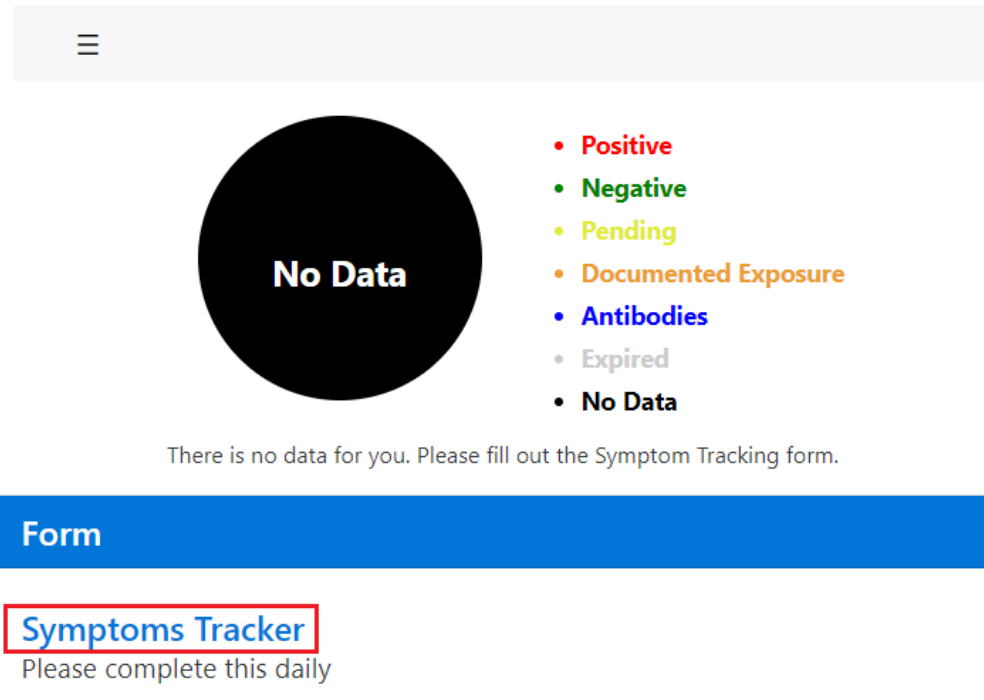


Desktop view



Mobile view

- Click the **Symptoms Tracker Form**.



- Complete the questions and select **Submit** when done.
- **Your COVID Status will update on the Portal.** You will see a colored indicator of your current COVID status.
 - **Positive (Red)** = you have received a positive test result and/or indicated COVID-19-like symptoms on your Daily Tracker Form. Please stay home and isolate. Please contact your healthcare provider to discuss your symptoms and receive guidance regarding care.
 - **Negative (Green)** = you are negative for symptoms or exposure. You are cleared to attend class and/or be on campus.
 - **Awaiting Medical Consult (Purple)** = you have indicated COVID-like symptoms. Please stay home. Do not go to class or work. A SHAC medical staff will contact you.
 - **Pending (Yellow)** = you have a COVID-19 test pending. Please isolate until results have been received.
 - **Documented Exposure (Orange)** = you have indicated a possible exposure to COVID-19 on your Symptoms Tracker Form. Please stay home and quarantine. Please call 507-222-5119 to be in touch with a member of the Carleton Contact Tracing Team.
 - **No Data (Black)** = you do not have a status. This is typically your status before you complete the Template Tracker Form for the first time.
- **Any student living or attending class on-campus must complete the Symptoms Tracker Form daily to update your COVID Status.** Thanks for helping keep our community safe!