

COVID Navigator Participant Quick Start Guide

Use Group Code: _____

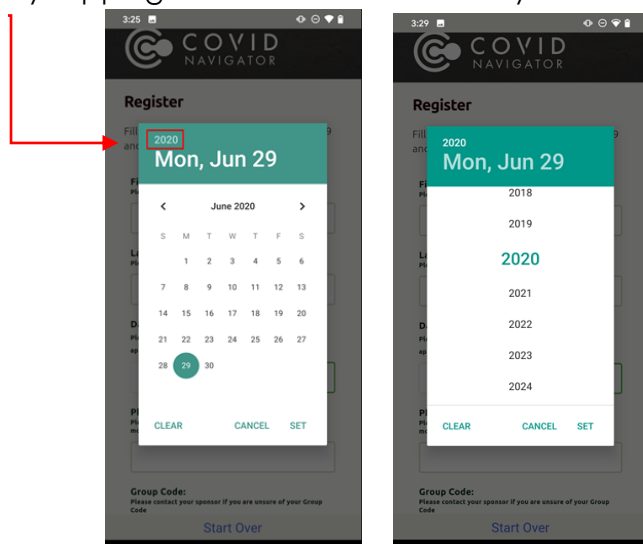
Download the App:

For Apple Phones:

1. Download the **Covid Navigator** app from the Apple app store to your iPhone.

For Android Phones:

1. Go to Google Play and download **Health Navigator**
2. Download the app to your phone
3. Note: When Entering your date of birth during Registration below – you can scroll to the year by tapping numbers for the current year in the left corner.



Or Use via the Web on Desktop or Mobile Device:

1. Go to url: _____**.medikeeper.com**

Register:

1. Enter the Group Code for your organization: _____
2. Submit
3. On the Welcome page – click Register
4. Fill out the Registration questions
 - a. NOTE: your email address will become your User Name for log in
5. Re-enter the Group Code
6. Create a password that is at least 8 characters long and must contain at least one of the following special characters: !@#\$%&*
7. Review and accept the Terms of Use by clicking “Yes” and Submit
8. Congratulations! You've successfully registered!

Getting Started:

1. Hit “Get Started” button
2. Step 1 – take the Screening Questionnaire the first time
3. Step 2 – Enter vaccination information and upload a photo
 - a. Enter Manufacturer
 - b. Enter dates of doses

- c. "Add Photo" to take a picture of your card or upload a file
- d. Hit "Sign and Submit" button – sign your name and hit "Submit"
- e. Vaccination Badge will display as "Pending" until your administrator has approved it
- f. Once a vaccination has been approved, a new button to enter a Booster will appear for future use
- g. If only the first dose is being added, hit "Save for Later" and the badge will display as "Incomplete" until you enter information about a second dose, if required
- h. If NO is entered to vaccination status
 - i. Then a series of questions regarding Exemptions will be presented
4. Step 3 – Enter any Tests taken and the results
 - a. Enter "No" if no tests to report
 - b. Upload photo or file of test results; sign and submit
 - c. Test will show Pending until approved by your administrator
5. Step 5 – Check for initial Symptoms
 - a. Answer the all the questions
6. Step 2 – you will be presented with a risk status
 - a. Not at Risk – means you likely are not at risk for having Covid-19
 - b. At Risk – means you may be at risk for Covid-19 please contact your sponsor for further instructions. DO NOT COME TO WORK unless cleared to do so.
 - c. Positive or Pending test result – you will not be cleared for work if you have a recent positive or pending Covid test result
 - d. Negative test result – you will be cleared for work if you currently do not have symptoms or risk factors that put you at risk for having Covid-19
7. Step 3 – Click "Take Me Home"
 - a. Your Vaccination Status will show as "Pending" until your company administrator has validated and approved your vaccination submission
8. Step 4 – Click "Check if I'm Cleared" button – if you are required to submit screening daily
 - a. Confirm your "Are practicing social distancing"
 - b. Log your temperature
 - c. Click "Sign & Submit" – sign and hit Submit button
 - d. You will then be taken back to your Home page and presented with your green "Cleared" badge or a red "Not Cleared" badge
 - i. If you are "Not Cleared" call your Administrator immediately
 - ii. The badge is good for 1 day and will clear at midnight – log in daily to get a new badge every day
9. There are helpful resources for your review
 - a. Helpful Tips
 - b. FAQ – in the navigation bar – click Help to review frequently asked questions

Logging in Daily:

1. Please log in daily before coming to work/campus
2. Log into the App – click the "Check if I'm Cleared" button
 - a. Answer the questions
 - b. Log your temperature
 - c. Click Sign and Submit and Sign
3. Your new badge for the day will be presented
4. If at any time during the day, you do not feel well – you can recheck if you are cleared by retaking the symptoms questionnaire and/or logging your temperature – if your status changes to "At Risk" contact your sponsor immediately – your status will also change to "Not Cleared "



Daily Push Notifications:

1. To help you remember to take your screening questionnaire – a push notification will be sent to your phone at 7am every day.
2. Click on the Notification to take you directly into the app to get started.