



How to Access & Use ZagCheck for Employees (October 2020)

In this document, you will find step-by-step instructions for:

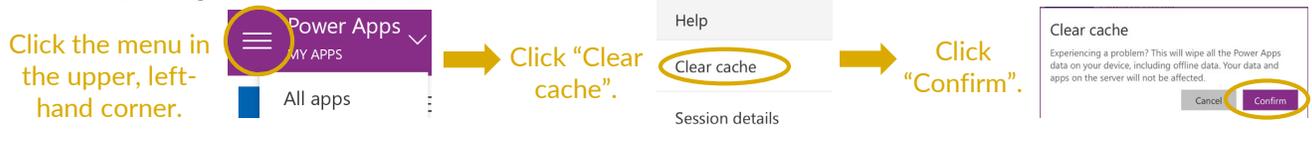
- » Accessing the ZagCheck Employee App (page 1)
- » Using the ZagCheck Employee App (pages 2-3)
- » The Next Time You Use the ZagCheck Employee App (page 4)
- » How-To Extras for Using ZagCheck (Downloading Microsoft Power Apps, Updating Your Personal & School Profile, Enabling Cookies in Safari (Mac), Enabling Cross-Site Tracking in Safari (Mac) (pages 5-7)

Accessing the ZagCheck Employee App

1. Do one of the following two options:

→ **OPTION 1:** Open the employee-version of the App on your mobile device in the Microsoft Power Apps app. If you haven't downloaded Microsoft Power Apps yet, see page 5 to learn how.

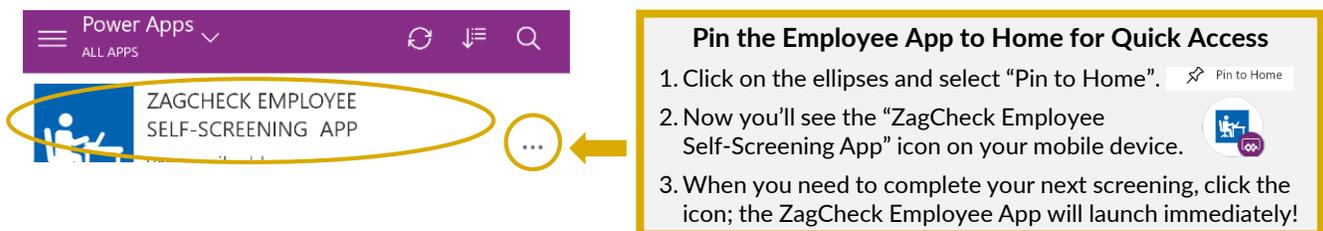
- a. On your mobile device, open the Power Apps app. If you open the following link <https://apps.powerapps.com/play/1f58fd8a-ad71-4ec6-b505-bfaac3f22e6a?tenantId=2ba33407-5ccc-4940-bd16-ae154f04c3ca&source=email> on your mobile device, you will be taken directly to the "ZagCheck Employee Self-Screening App" and can skip steps b-e below and go to step 1 on the next page.
- b. If prompted, enter your Gonzaga password. You may receive an automated call from Gonzaga to verify you are logging in.
- c. If you have been using "PowerApps" on your mobile device, you may want to clear your cache before opening the new Employee App.



- d. Click the drop down to the right of "PowerApps" in the upper, left-hand corner and click "All Apps". Now click on the App.



- e. Click on the "ZagCheck Employee Self-Screening App". It may be slow the first time you open it.



→ **OPTION 2:** Open a web browser on your PC or mobile device and go to www.gonzaga.edu/zagcheck. If requested, log in using your Gonzaga email address and password. Chrome (preferred), Firefox or Edge are recommended. To use Safari you will need to enable cookies and cross-site tracking in order to proceed; refer to page 7 to learn how.

Updated 10.8.20 1

Questions? Contact your supervisor. If questions remain, call 509-313-7070, press 2 and follow the prompts.

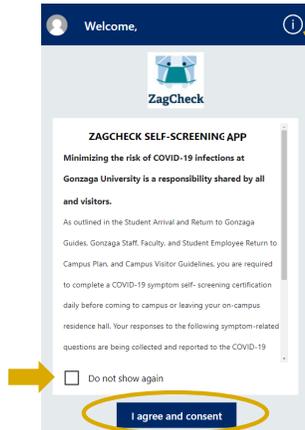
Technology Assistance: Contact the IT Support Center by going to support.gonzaga.edu, emailing techsupport@gonzaga.edu or calling 509-313-5550



How to Access & Use ZagCheck for Employees (October 2020)

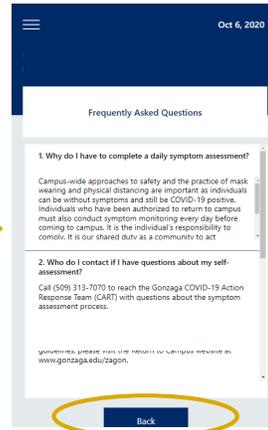
Using the ZagCheck Employee App

1. Review the information on the welcome screen. Check “Do not show again” if you do not want to see this information again. Click “I agree and consent” to continue.



Read FAQs

1. On every screen, you can click the information icon in the upper, right-hand corner to see several FAQs.
2. Scroll to see all the FAQs / the full FAQ text.
3. Click “Back” to return to the previous screen.

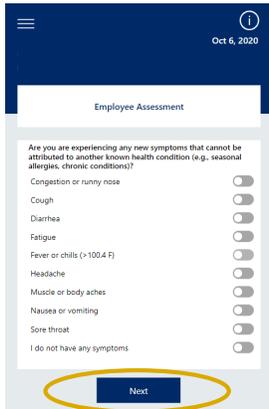


Set Up Your Personal & School Profile

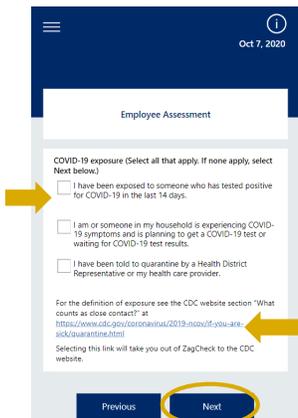
This only applies if this is your first time ever using ZagCheck (any version)

1. If this is your first time, you'll be prompted to complete your profile; follow the prompts.
2. To update your profile in the future, see page 6.

2. Complete your first symptom check by selecting any new symptoms you are experiencing that cannot be attributed to another known health condition (e.g., seasonal allergies or a chronic condition). If you are not experiencing any, select “I do not have any of the above symptoms”. Click “Next”.



3. Under “COVID-19 exposure” select all that apply and click “Next”; go to step 4. If none apply, click “Next”; go to step 5.



To read the definition of “exposure”, click the CDC link. Selecting the link will take you out of the ZagCheck App.

Questions? Contact your supervisor. If questions remain, call 509-313-7070, press 2 and follow the prompts.

Technology Assistance: Contact the IT Support Center by going to support.gonzaga.edu, emailing techsupport@gonzaga.edu or calling 509-313-5550



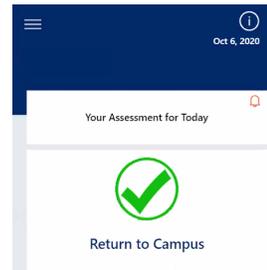
How to Access & Use ZagCheck for Employees (October 2020)

4. You will only see this screen if you selected one or more options on the previous screen. Select the date you were last on campus and click “next”.

5. Depending on the information you provided, you will see one of the following screens:

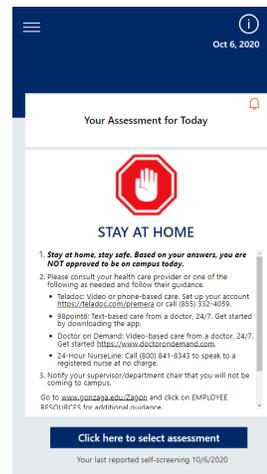
Return to Campus ('Green Card')

- If you see this screen, you may come to campus.
- No further action is needed until your next self-screening.



Stay At Home ('Red Card')

- If you see this screen, you must stay at home!
- Follow the guidance on the screen.
- Via your Gonzaga email, you will receive a “Failed Symptom Screening Next Steps” email; read this email. *If, when you first set up your profile in ZagCheck, you selected to allow text messages for ZagCheck, you will receive a text to check your email.*



Remember!

- All employees (Staff & Faculty) are required to complete a self-screening in ZagCheck *only on days when they are coming onto campus* (effective October 9, 2020).
- Use your resources (FAQs, instructions, etc.)! Go to <https://www.gonzaga.edu/zagon/zagcheck-self-screening-app/zagcheck-for-employees>

Continue to “The Next Time You Use the ZagCheck Employee App” on the next page. 3

Questions? Contact your supervisor. If questions remain, call 509-313-7070, press 2 and follow the prompts.

Technology Assistance: Contact the IT Support Center by going to support.gonzaga.edu, emailing techsupport@gonzaga.edu or calling 509-313-5550



How to Access & Use ZagCheck for Employees (October 2020)

The Next Time You Use the ZagCheck Employee App

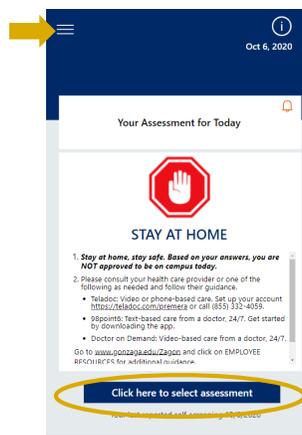
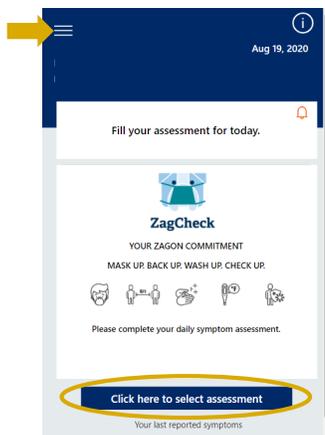
1. Do one of the following:

- **Option 1:** Open the Power App application on your mobile device and then click on “ZagCheck Employee Self-Screening App”. Or, if you pinned the “ZagCheck Employee Self-Screening App” to home, click on the icon.
- **Option 2:** Open a web browser on your PC or mobile device and go to www.gonzaga.edu/zagcheck. If requested, log in using your Gonzaga email address and password.

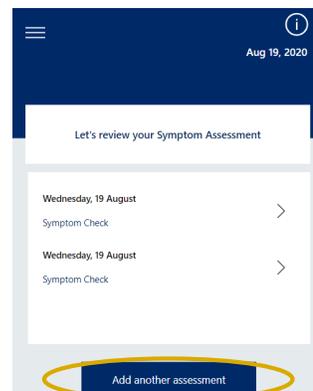
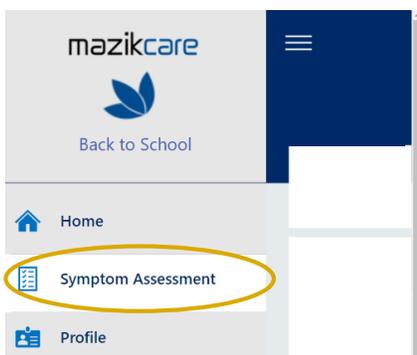
2. The next day you log in, you will see one of the screens below, depending on what you selected the last time you completed your self-screening. Click either “Click here to select assessment” or click the menu icon in the upper, left-hand corner.

If you received a ‘Green Card’ last time you completed your self-screening, or only indicated symptoms, you will see this screen the next day you log in:

If you reported an exposure last time you completed your self-screening, you will still see this screen the next day you log in:



3. Click “Symptom Assessment” from the menu and then click “Add another assessment” on the next screen.



You will see prior symptom checks on this screen

4. You are now on the “Symptom Check” screen. Complete steps 2-5 from the prior section (“Using the ZagCheck Employee App”).

Continue to “How-To Extras for Using ZagCheck” on the next page.



How to Access & Use ZagCheck for Employees (October 2020)

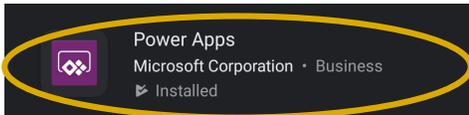
How-To Extras for Using ZagCheck

Downloading Microsoft Power Apps

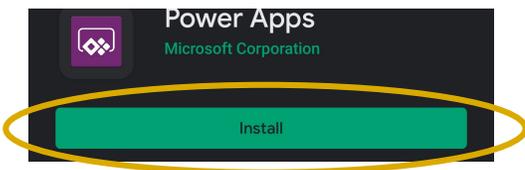
1. On your mobile device, go to the Google Play Store app or the Apple App Store and log in with the username/password associated with your Google or Apple account.

Note: The screenshots below are from the Google Play Store app.

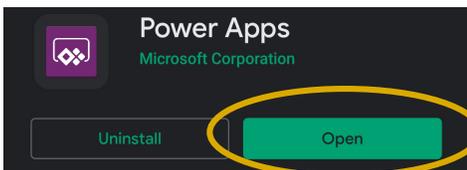
2. Search for "Power Apps". Click on the Microsoft Power Apps application:



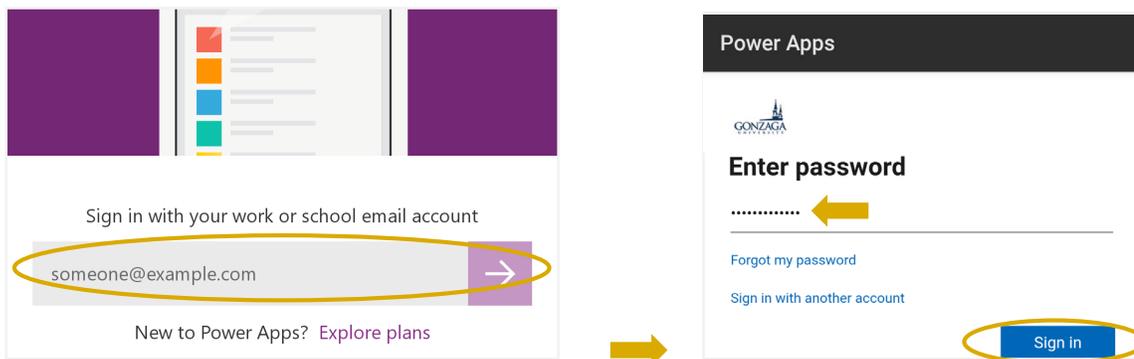
3. Click "Install".



4. When the app is done installing, click "Open".



5. Sign into Power Apps with your Gonzaga email address. Then enter your password on the next screen and click "Sign in". You may receive an automated call from Gonzaga to verify you are logging in.



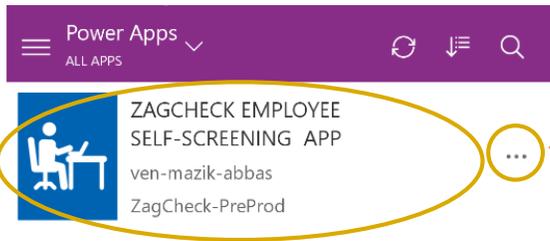
6. Click the drop down to the right of "PowerApps" in the upper, left-hand corner and click "All Apps". Now click on the app.





How to Access & Use ZagCheck for Employees (October 2020)

- Click on the “ZagCheck Employee Self-Screening App”. It may be slow the first time you open it.

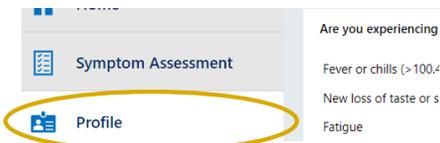


Pin the Employee App to Home for Quick Access

- Click on the ellipses and select “Pin to Home”. 
- Now you'll see the “ZagCheck Employee Self-Screening App” icon on your mobile device. 
- When you need to complete your next screening, click the icon; the ZagCheck Employee App will launch immediately!

Updating your Personal & School Profile in ZagCheck

- Click on the menu icon in the upper, left-hand corner on any screen and select “Profile”.



- Update your personal profile as needed and click “Next”. Update your school profile as needed and click “Next”. You can update your profile any time you need to.

Oct 6, 2020

Let's review your personal profile

Please review your information and tell us a little bit more about yourself. It will help us set up your account accurately.

PROFILE

GU ID
#####

Your mailing ZIP code
#####

Your mobile phone
#####

Allow Text Messaging for ZagCheck

Next



Oct 6, 2020

Let's review your school profile

Please review your information and tell us a little bit more about yourself. It will help us set up your account accurately.

SCHOOL PROFILE

Location
Gonzaga University - Employees

Department
HR Organizational Development

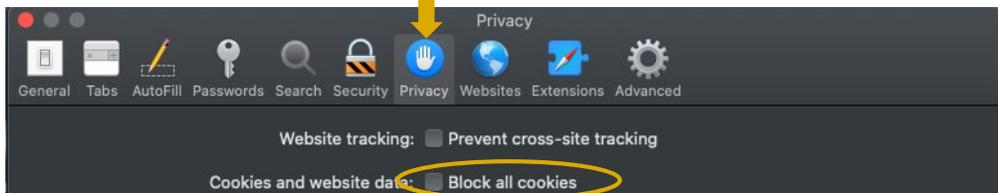
How frequently do you interact with others on campus?
Frequently

Next

This information cannot be changed. If it is incorrect, contact the IT Support Center (see footer for contact information)

Enabling Cookies in Safari (Mac)

- Go to the “Safari” drop-down menu and click “Preferences”.
- Click “Privacy” in the top panel.
- Under “Block Cookies” select “Never” or uncheck the box that says “Block all cookies”.
Note: For increased security, once you finish using ZagCheck, change the “Privacy” setting back to “Always” or check the “Block all cookies” box.



Questions? Contact your supervisor. If questions remain, call 509-313-7070, press 2 and follow the prompts.

Technology Assistance: Contact the IT Support Center by going to support.gonzaga.edu, emailing techsupport@gonzaga.edu or calling 509-313-5550



How to Access & Use ZagCheck for Employees (October 2020)

Enabling Cross-Site Tracking in Safari (Mac)

1. Go to the “Safari” drop-down menu and click “Preferences”.
2. Click “Privacy” in the top panel.
3. Uncheck “Prevent cross-site tracking”.

Note: For increased security, once you finish using ZagCheck, change the “Privacy” setting back by checking the “Prevent cross-site tracking” box.

