MI Symptoms User Instructions

Until the University transitions to the mobile app for daily screening, Andrews University will be using the State of Michigan's web-based employee screening solution, MI Symptoms. All University employees will be required to complete their daily screening before arriving to work and will be using MI Symptoms until further notice.
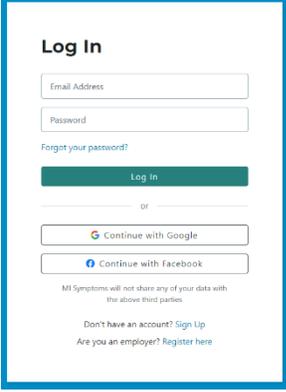
This document contains two sets of instructions; 1) User Registration and 2) Daily Screening
Please note that to complete the Daily Screening, you will need to have access to a thermometer
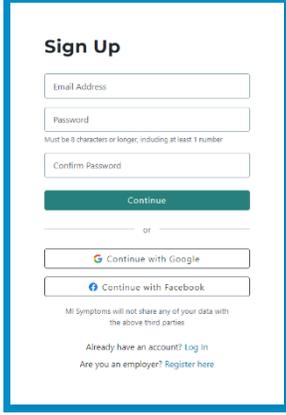
User Registration

1. Go to the following web address: http://misymptomapp.state.mi.us/
2. On the screen you will have the option to either create an account or sign in using an existing Facebook or Google account.
   a. If you choose to use an existing account, follow the on-screen prompts (see Step 12).
   b. If you choose to create an account, continue to Step 3
3. Select "Sign Up" which is located at the bottom of the page.
4. The page will refresh with new data fields to complete.
5. There provide enter your email address and desired password, then select "Continue"
6. The page will refresh with a security challenge. Check the box stating "I'm not a robot" and then select "Next"
7. The next page will indicate that a verification email has been sent to the email address you provided
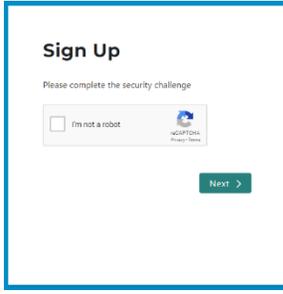
Steps 2-3	Steps 4-5	Step 6	Step 7

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8. Check your inbox for an email from: noreply-misymptoms@michigan.gov
9. In the email, select the web-link to verify your email address and your web-browser will open a new web page.
10. The new web page will indicate that your email has been verified. Select "Continue"
11. This will redirect to a login screen. Enter your email and password and select "Log In"
12. The next webpage will prompt you to complete your registration by completing three sections of data entry (personal, account, and workplace) that are located on the same webpage:
    a. Personal Information: Name, Date of Birth, Gender, Ethnicity
        i. [**NOTE**: You will **NOT** be able to change this information once submitted]
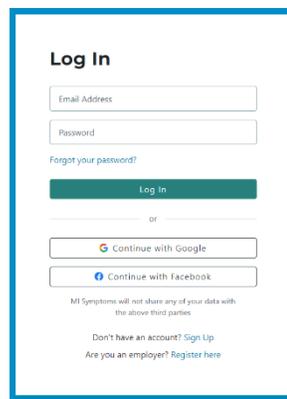   b. Account Information: Phone Number, Home Address
        i. [**NOTE**: You will **BE** able to change this information once submitted]
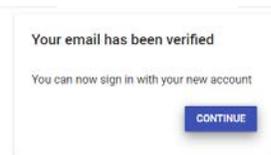
Step 10	**Step 11**	**Step 12-a**	**Step 12-b**
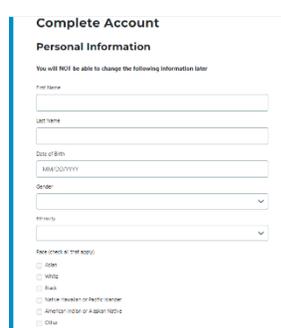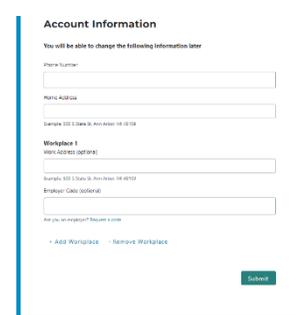
c. Workplace 1
    i. [**NOTE**: the web page will indicate that workplace data is optional. For your daily screening to be documented by the University, you must complete this field using the following information]
    ii. Address: 4150 Administration Dr. Berrien Springs, MI 49104
    iii. Employer Code: 5514-6245
d. After completing the data entry, select "Submit"
13. A dialogue box will open asking if your employer is "Andrews University". Select "OK"
14. A dialogue box will open for an information use notice. After reading, select "Agree".
15. A new web page will load showing your account, and your registration is complete

Step 12-c	**Step 13**	**Step 14**	**Step 15**

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<mark>Daily Screening</mark> – *You will need to have access to a thermometer*

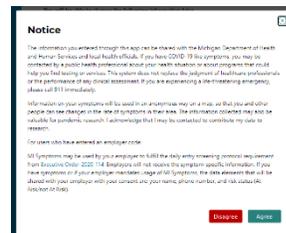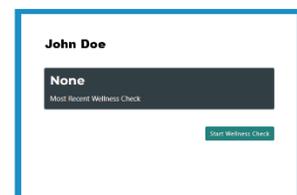1. Every day, before arriving to work, complete your daily screening.
2. Go to the following web address: http://misymptomapp.state.mi.us/
3. This will open to a login screen. Login with your account information.
4. This will open to your account, showing your name and most recent screening ("Wellness Check"). Select the button labeled "Start Wellness Check".
5. On the next screen, select any symptoms that you have had in the last two weeks.
   a. If you are asymptomatic, leave the boxes unchecked and select "Next"
   b. If you are symptomatic, select symptoms that apply and then select "Next".
6. The next screen will ask if you have access to a thermometer, select "Yes"
   a. [**NOTE**: All employees are expected to use a thermometer]

Steps 2-3	**Steps 4**	**Step 5**	**Step 6**

7. The webpage will update with a field to enter your temperature in degrees Fahrenheit. Take your temperature and record the results in this field. Then select "Next"
8. If your selections indicate a possible symptom of COVID-19, a webpage will appear asking if you have had close contact with someone diagnosed with COVID-19 in last two weeks. Select your answer "Yes or No/Not Sure".
   a. If your selections did not indicate any symptoms, the system will skip Step 8 and proceed to Step 9.
9. The webpage will ask if you have been diagnosed with COVID-19 in the past two weeks. Select your answer (Yes/No) and then select "Next"
10. The webpage will then provide directions on when to seek medical attention. After reading, select "Next"

Step 7	**Step 8**	**Step 9**	**Step 10**

11. The webpage will then display a thank you message with additional information:
    a. No current risk for COVID-19, with note to follow the direction of your health care provider
    b. Potential risk for COVID-19, with note from the University and a note to follow the direction of your health care provider.
        i. "Message from Andrews University: Based on your symptoms, a representative from the Michigan Department of Health and Human Services or a local health department may contact you with questions."
    c. After reading, select "End Wellness Check"
12. The screen will then return to your user account home page. It will display your name, the date/time of the last wellness check/screening, and a color-coded background indicating the following:
    a. Green: No risks identified
    b. Orange: At risk
    c. Black: Status Expired (when a new wellness check has not been completed within 24 hours)
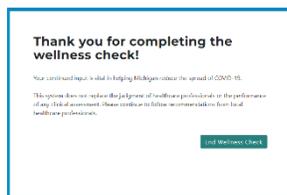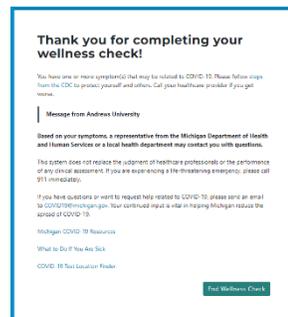
| **Step 11-a** | **Step 11-b** | **Step 12-a** | **Step 12-b** |

For more information on MI Symptoms, please see their frequently asked questions page:
https://misymptomapp.state.mi.us/faq