

The daily COVID symptom screening form required for all persons coming the Mount Mary campus is mobile responsive, which means that the form can be easily completed on a mobile phone from anywhere. While the QR codes posted at the campus entrances provide a quick way to access the form if you arrive at the campus and realize you haven't yet submitted the screening, it isn't the only way to access the form.

The document details an easy method to add a shortcut to the form to the home screen of your phone. This shortcut can be used to easily access and submit the screening form prior to coming to campus.

## Accessing the Symptom Screening Form

The first step in the process is to access the correct version of the symptom screening form using a browser on your phone. Chrome is recommended on Android, and Safari on iOS. Links to the forms can be found below. Please note that students with campus work study jobs should access the form via the Student Worker link, as these submissions are routed differently from other student submissions.

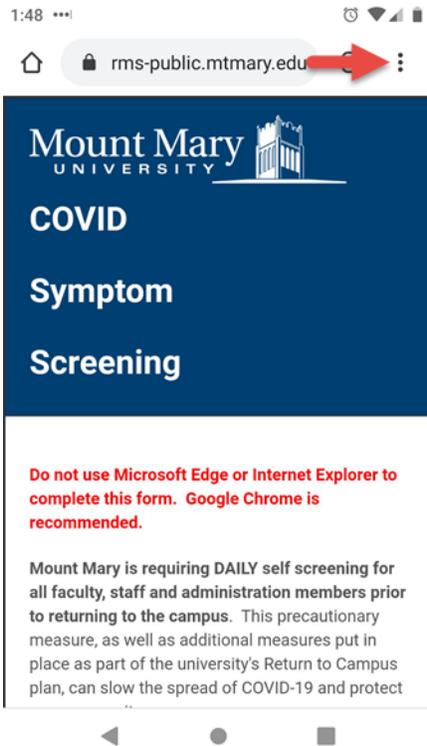
- Employee: <https://forms-public.mtmary.edu/Forms/CovidSymptomScreeningEmployee>
- Student: <https://forms-public.mtmary.edu/Forms/CovidSymptomScreeningStudent>
- Student Worker: <https://forms-public.mtmary.edu/Forms/CovidSymptomScreeningStudentWorker>

## Adding A Home Screen Icon (Android)

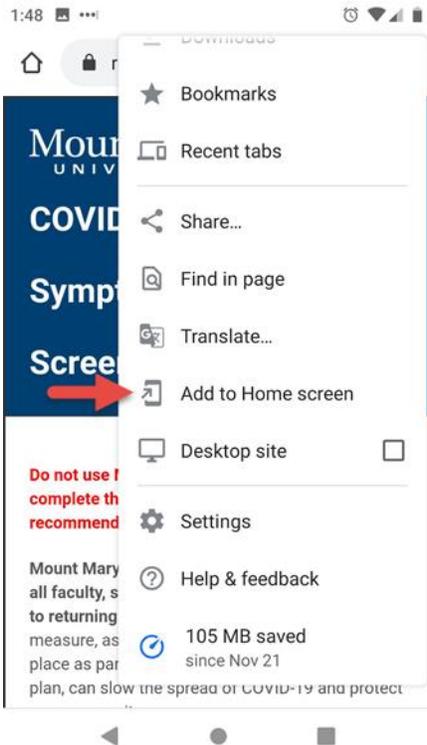
This process describes adding a home screen shortcut to the screening form using Chrome on Android. Other browsers on Android may have a similar procedure for adding a home screen shortcut.

1. Access the form in Chrome using the correct link from the section above.

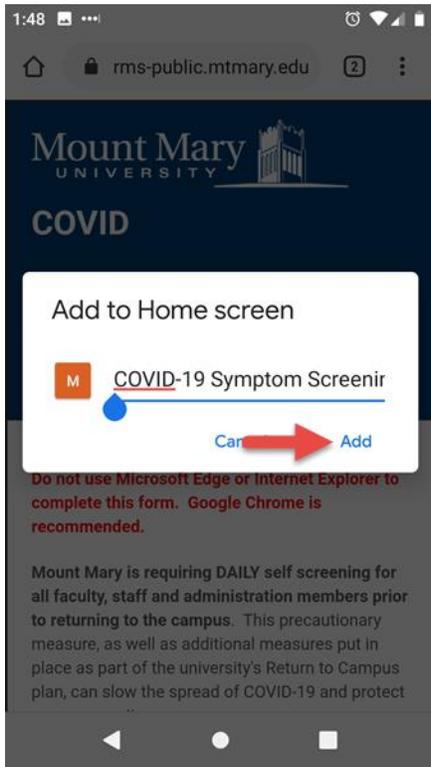
2. Open the Chrome menu using the three dots icon at the top of the window.



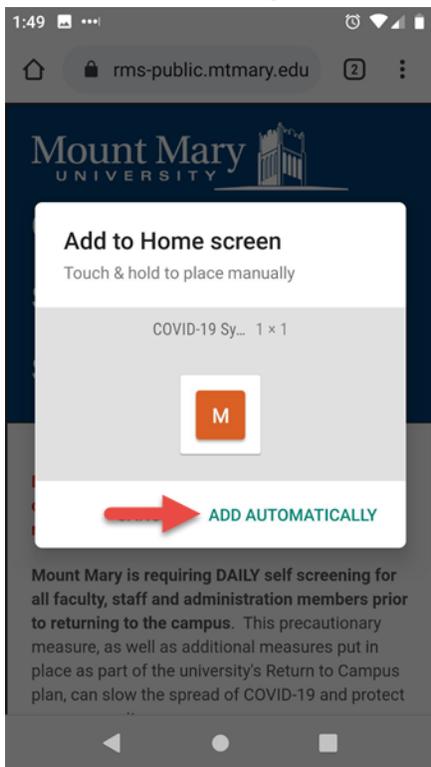
3. Tap **Add to Home screen** in the menu.



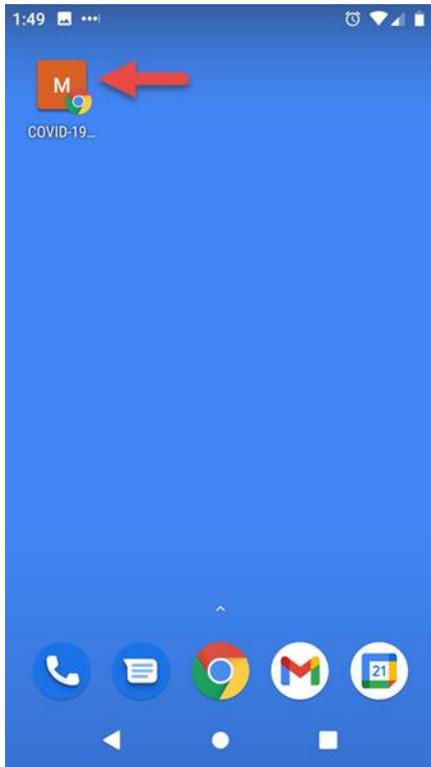
4. Enter a name for the shortcut, and tap the **Add** button.



5. Tap the **ADD AUTOMATICALLY** button to place the icon in an available location on the home screen automatically.



6. You can now rapidly access the form from the home screen using the icon just added.



## Adding a Home Screen Icon (iOS)

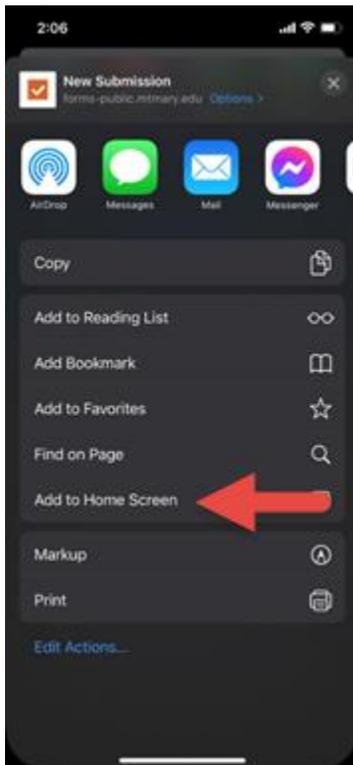
This process describes adding a home screen shortcut to the screening form using Safari on iOS. You must use Safari, as other Apple restricts other browsers from creating home screen shortcuts.

1. Access the form in Safari using the correct link from the section above.

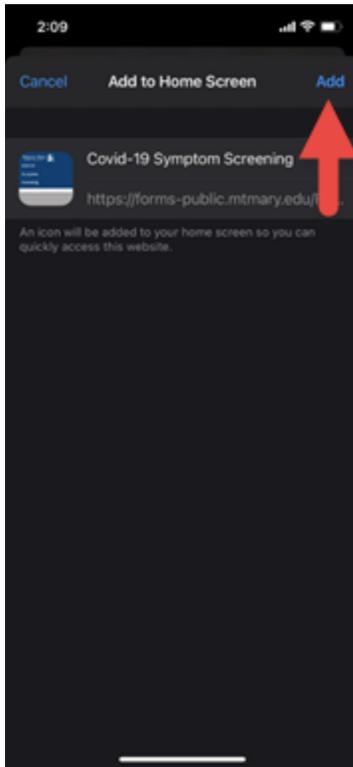
2. Tap the sharing icon.



3. Tap the **Add to Home Screen** option in the sharing menu.



4. Tap the **Add** button.



5. You can now rapidly access the form from the home screen using the icon just added.

