

emocha Health®

CCSD
CLARK COUNTY
SCHOOL DISTRICT

Employee User Guide for emocha Web Kiosk

September 2021

Getting Started

Employees and visitors register themselves via the web-based portal, which can be accessed either in advance of a visit, or at points of entry to a facility. This web-based check-in form is accessible on any device or desktop computer which can access the internet.

01

Login to emocha

Open a new browser and navigate to [https://checkin.emocha.com/\[unique customer information\]](https://checkin.emocha.com/[unique customer information]). Indicate whether you are a **Member** or **Visitor**.
**Note: You are able to update the language setting to Spanish.*

English Español

emocha Health®

Quick Check-in

Member

Visitor

Want to login faster? Open your work email and search for "Welcome to emocha" email which includes a link to emocha app.
(Only available to members)

Privacy Policy
Standard Legal Terms & License
Terms of Use

helpdesk@emocha.com
www.emocha.com
@emochaHealth

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02

Enter basic information

Enter your Email Address or your Member ID, First and Last Name, and Institutional Affiliation, which relates to the site of the workplace you are entering for the day. Click “Next.” *Note: Visitors have an option to add a Phone Number.

The screenshot shows the 'emocha Health® Quick Check-in' interface. A progress bar is at the top. Below it, the 'Basic Information' section contains the following fields:

- Employee ID:
- First Name:
- Last Name:
- Institutional Affiliation:

A blue 'Next' button is located below the fields. At the bottom of the page, the email 'helpdesk@emocha.com' and a copyright notice 'Copyright 2020 emocha Mobile Health, Inc. All Rights Reserved' are visible.

03

Enter verification code

If prompted, enter the unique verification code that was sent via SMS and/or email.

If you have not receive the code, click “Resend Code” to have the code resent.

Click “Next” to continue your check-in.

The screenshot shows the 'emocha Health® Quick Check-in' interface. A progress bar is at the top. Below it, the text 'Please enter the code sent to your email/phone.' is displayed. The 'Enter Code' field is a text input with five dots indicating the code length. A 'Resend code' link is located below the field. A blue 'Next' button is at the bottom. At the bottom of the page, the email 'helpdesk@emocha.com' and a copyright notice 'Copyright 2020 emocha Mobile Health, Inc. All Rights Reserved' are visible.

Check-in Workflow

01

Choose an action

Indicate whether you would like to complete a **Check-In** or **Record Vaccination**.

02

Accept Terms of Use

Read and accept emocha's Terms and Conditions. **Note: All data submitted to emocha's HIPAA-secure platform will only be viewed and accessible by emocha's public health monitoring team, and is subject to legal requirements surrounding Protected Health Information.*

You can also send these terms to your email.

03

Symptoms Reporting

Select all symptoms that you are experiencing or choose “None” if you are currently experiencing no symptoms.



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Quick Check-in

Symptoms

Are you experiencing any of the following?

- None
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Back
Next

helpdesk@emocha.com

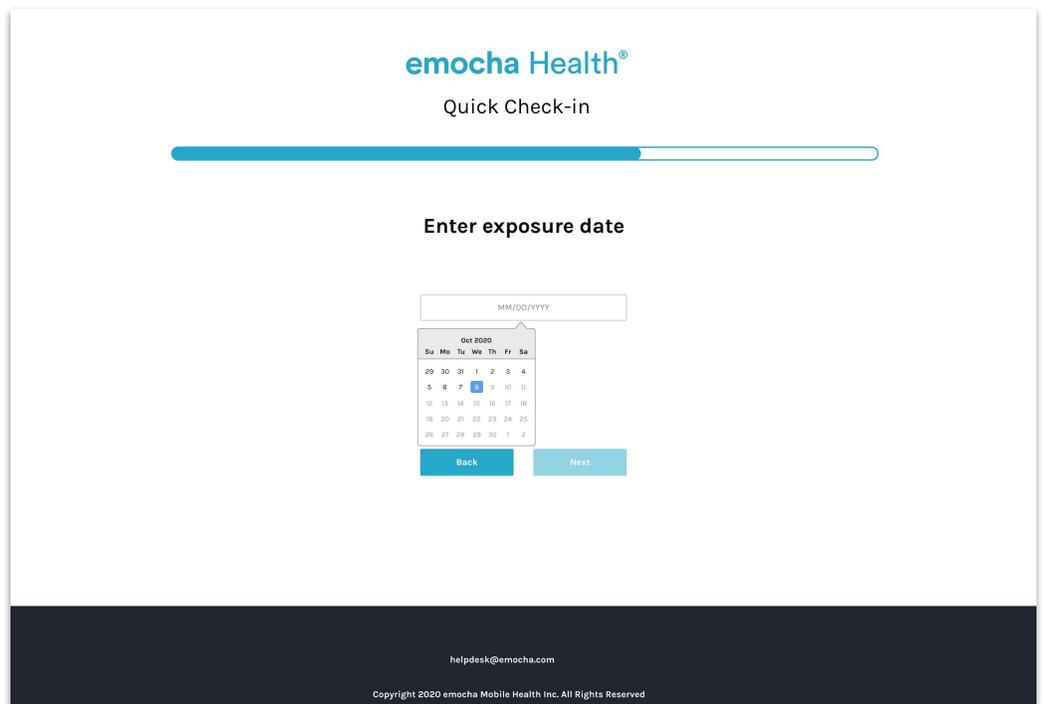
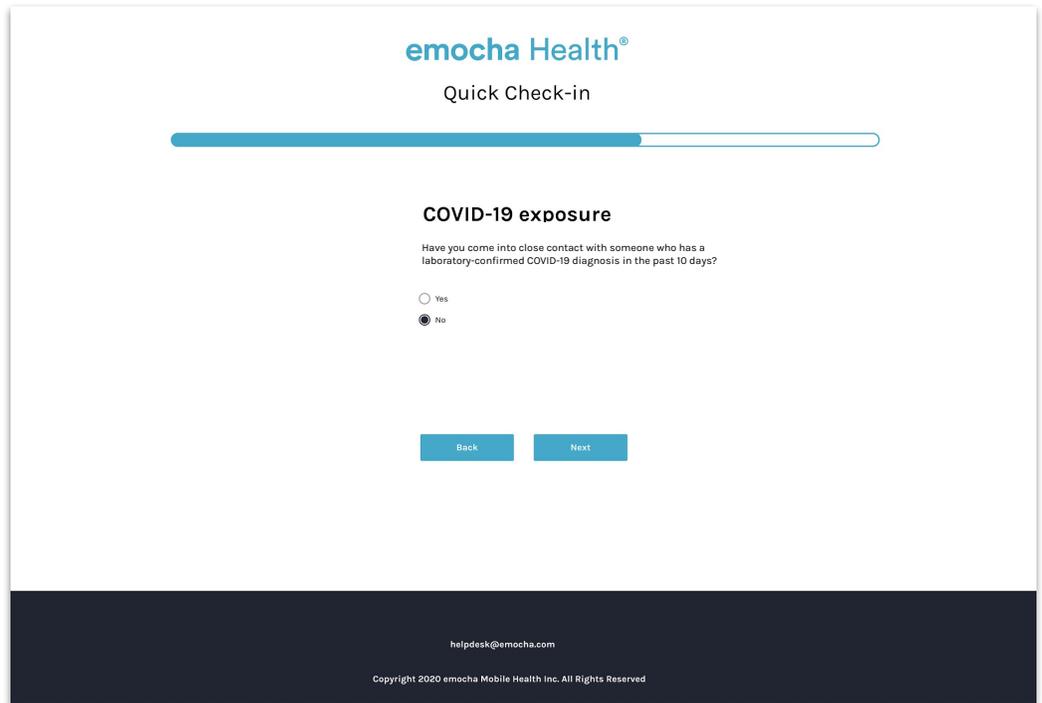
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04

Exposure Information

If you have come into close contact with someone with a laboratory-confirmed COVID-19 diagnosis in 10 days prior to your check-in, answer “Yes” and provide a date for your exposure.

If you responded “Yes” to the COVID-19 exposure question, select the date you were exposed.



05

COVID-19 Testing Information

If you have received a COVID-19 positive test result between your previous check-in and your current check-in, answer “Yes” and provide the date of your positive test.

If you responded “Yes” to the COVID-19 testing question, select the date you were tested.

emocha Health®
Quick Check-in

COVID-19 Test Status

Have you tested positive for COVID-19 since your last check-in?

Yes
 No

[Back](#) [Next](#)

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Quick Check-in

Enter test date

MM/DD/YYYY

Oct 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

[Back](#) [Next](#)

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06

Record your Temperature

Enter your temperature or select “No Thermometer” if you have no thermometer available. **Note: If you select “No Thermometer” you may be required to complete a temperature screening by your employer when you report to work.*

The screenshot shows the 'emocha Health® Quick Check-in' interface. At the top, there is a progress bar. Below it, the title 'Temperature' is centered. Underneath, the text 'Enter your temperature' is followed by a text input field containing '98.6 °F'. Below the input field is a radio button option labeled 'I don't have a thermometer'. At the bottom of the form area, there are two buttons: 'Back' and 'Next'. The footer contains the email 'helpdesk@emocha.com' and the copyright notice 'Copyright 2020 emocha Mobile Health Inc. All Rights Reserved'.

07

Do you plan to be on-site?

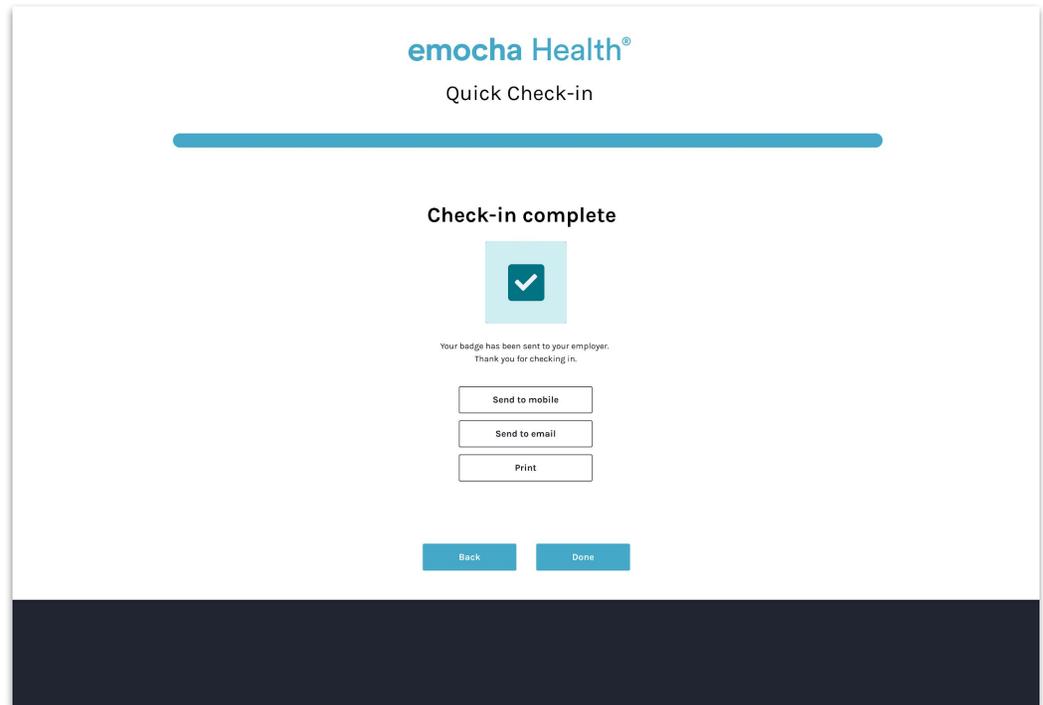
Answer “Yes” or “No” to indicate whether or not you will be reporting to your worksite.

The screenshot shows the 'emocha Health® Quick Check-in' interface. At the top, there is a progress bar. Below it, the title 'Will you be (or were you) on-site today?' is centered. Underneath, there are two radio button options: 'Yes' and 'No'. At the bottom of the form area, there are two buttons: 'Back' and 'Next'. The footer contains the email 'helpdesk@emocha.com' and the copyright notice 'Copyright 2020 emocha Mobile Health Inc. All Rights Reserved'.

08

View your Digital Badge

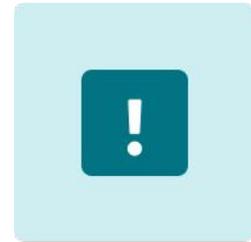
Upon completion of your check-in, you will receive a Badge that indicates whether or not you should proceed to work. Your responses to the questions in your daily check-in determine the color of your digital Badge, in accordance with guidelines set/policy outlined by your employer. **Note: You are able to send this badge to yourself via SMS or email.*



A Green Badge means you are cleared to report to work.

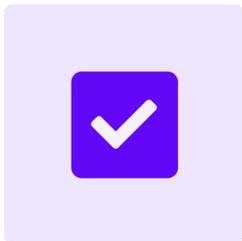


A Yellow Badge means you should not report to work.



No Thermometer

A Green Badge with “No Thermometer” displayed means you did not include a temperature in your check-in, but you are cleared to report to work.



A Purple Badge means you are cleared to report to work and also that you have recorded your COVID-19 vaccination with emocha and your record has been accepted by CCSD Employee Health.



A Gray Badge means that you have not completed your daily check-in. You must complete a check-in to earn a digital badge prior to reporting to work.

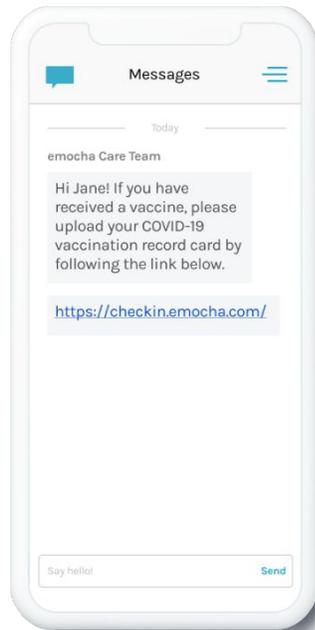
Log Vaccination Status

01

Message Prompt

You may receive an in-app message from us prompting you to log your vaccination status.

We may also nudge you via email.





Hi Layla,

Record your COVID-19 vaccination with emocha. If you have received a COVID-19 vaccine upload your Vaccination Record by selecting the link below.

[Record My Vaccination](#)

If you'd like to have 24 hour access to your Vaccination Record [download our mobile application today.](#)

Contact your emocha Administrator or helpdesk@emocha.com to change your notification preferences.

Second Dose Reminder

After you've uploaded dose 1 we'll remind you about your second dose 3 times.



Hi Kenneth,

Don't forget you have one more dose of PFIZER_BIONTECH_COVID_19.

Record your second dose by selecting the link below.

[Record My Vaccination](#)

If you'd like to have 24 hour access to your Vaccination Record [download our mobile application today.](#)

Contact your emocha Administrator or helpdesk@emocha.com to change your notification preferences.

02

Choose an action

Indicate whether you would like to complete a **Check-In** or **Record Vaccination**.

03

Accept Terms of Use

Read and accept emocha's Terms and Conditions. **Note: All data submitted to emocha's HIPAA-secure platform will only be viewed and accessible by emocha's public health monitoring team, and is subject to legal requirements surrounding Protected Health Information.*

You can also send these terms to your email.

04

Enter Vaccination Information

Enter all required information - whether or not you will be vaccinated, dose number and date of the vaccine dose you are uploading, and the type of vaccine received. Click “Next” once you have entered your vaccination information. **Note: Your answers should reflect what is indicated on your vaccination record.*

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Vaccination Information

Have You Been Vaccinated?

Yes
 No
 I choose not to respond

Which Dose Are You Recording?

Dose 1: Vaccination Date

Dose 2: Vaccination Date

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Have You Been Vaccinated?

Vaccination Type

Which Dose Are You Recording?

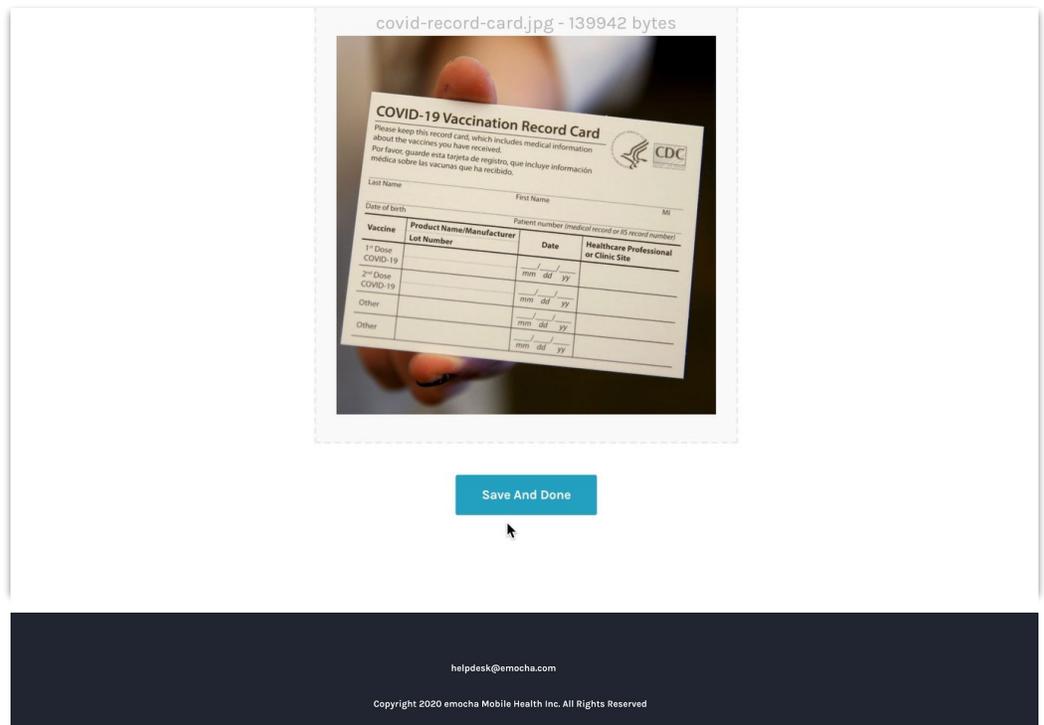
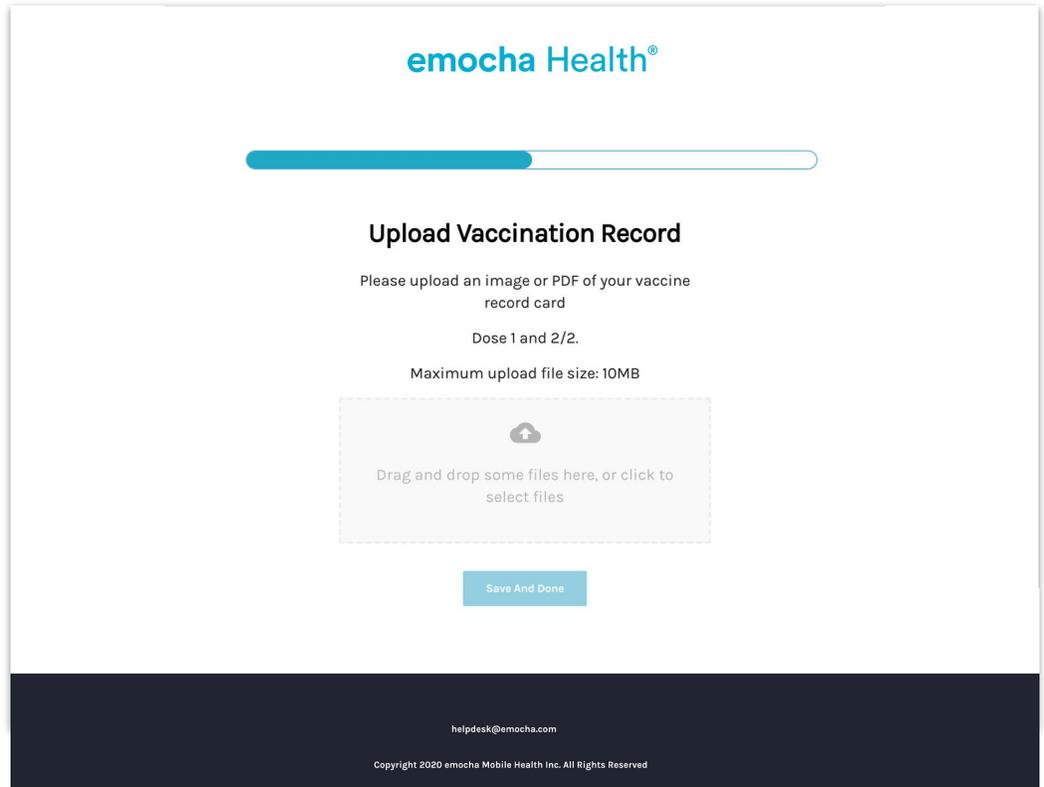
Dose 1
 Dose 2
 Doses 1 and 2

Dose 2: Vaccination Date

05

Upload Image of Vaccine Record

Click into the gray square to upload an image of your vaccine record. Once you have selected the file you wish to upload, you should see the name of the file displayed at the bottom of the gray square. Tap “Save and Done.” **Note: The uploaded file must be a PDF, PNG, or JPEG.*



06

How to view once uploaded

Records are only viewable in the emocha App. Please reference mobile app guide for instructions on how to view your record, download the emocha app and create an account.

**Note: If you already have the emocha app, access your vaccine record by selecting Menu icon, then “Resources”, then “Vaccination Record.”*

