

Contents

Mobile App User Guide	3
Getting Started - New App Users	4
Forgot Username/Password	5
Web Kiosk User Guide	7
Getting Started - Web Portal	8
Navigating the Web Kiosk	9
Dashboard User Guide	11
Getting Started - New Web Users	12
Navigating Web User Accounts	13

Mobile App Users



emocha Health®

emocha Mobile App User Guide for Employees

Updated August 2021

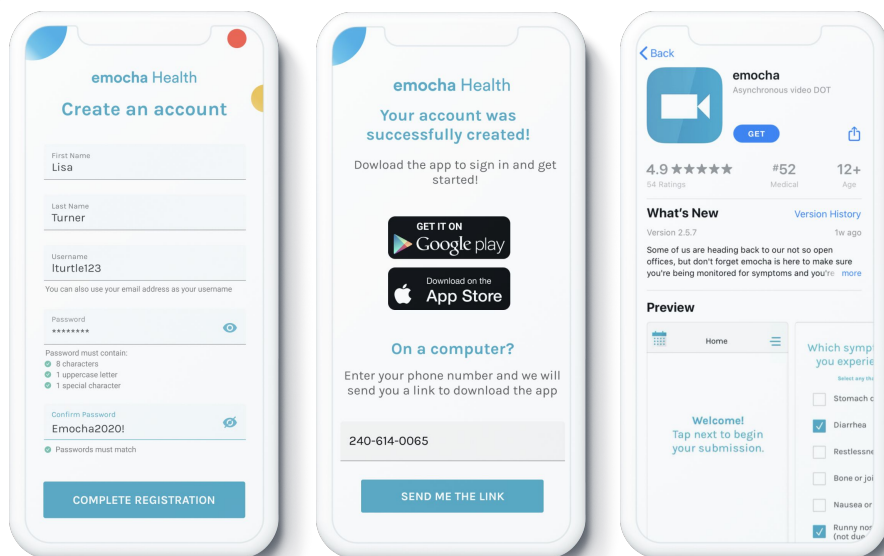
Getting Started with the emocha App

01 Welcome Message and Account Setup

New participants will receive an email from emocha with instructions for how to create an account and download the emocha app. Tap the link provided to create a username and password.

***Note:** Your password should contain at least 8 characters, including 1 capital letter, 1 number, and 1 special character. If using a "zero" at least 2 numbers must be included in your password.

Select **Complete Registration** when you have entered all required information. This link expires after 24 hours.

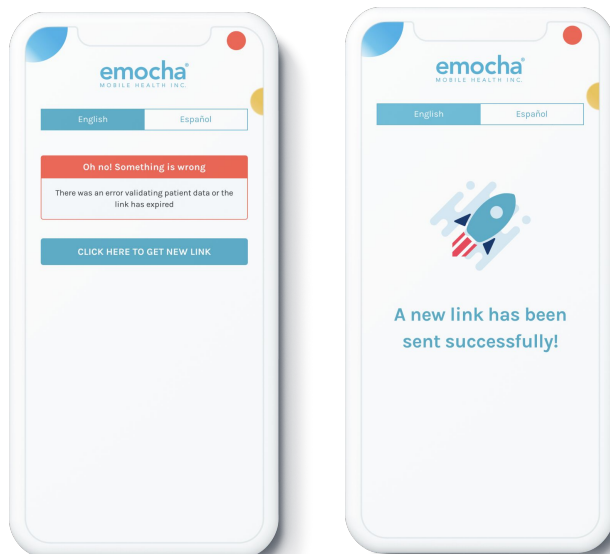


02 Download the emocha Mobile App

To download the emocha app, navigate to the **Apple App Store** or the **Google Play Store**. You can easily access the correct store by selecting one of the options that appears after your account is created.

03 Expired Link?

If the link to create your account has expired, an option will appear that allows you to generate a new one. Simply click the **Click Here to Get New Link** button to receive a new text from emocha. ***Note:** You can also email helpdesk@emocha.com to request a new account creation link.



04 Need Additional Support?

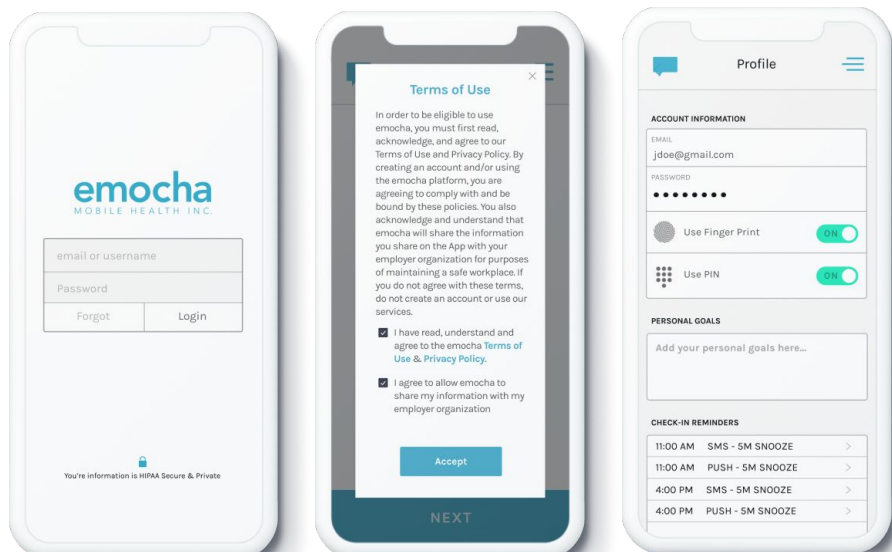
If you are experiencing login issues or if you have questions about your emocha account, please email helpdesk@emocha.com to connect with a member of the emocha Support Team.

05 Login to emocha

Open the emocha app to login using your username and password and accept emocha's Terms and Conditions. ***Note:** All data submitted to emocha's HIPAA-secure platform will only be accessible to emocha's public health monitoring team and personnel authorized by the Clark County School District. Information submitted by participants is encrypted end to end and all data is subject to legal requirements surrounding Protected Health Information.

06 Enable Faster Login Options

You can set up a PIN, Face ID, or Fingerprint ID to more easily log into your emocha account. These options are located in the emocha app's menu.



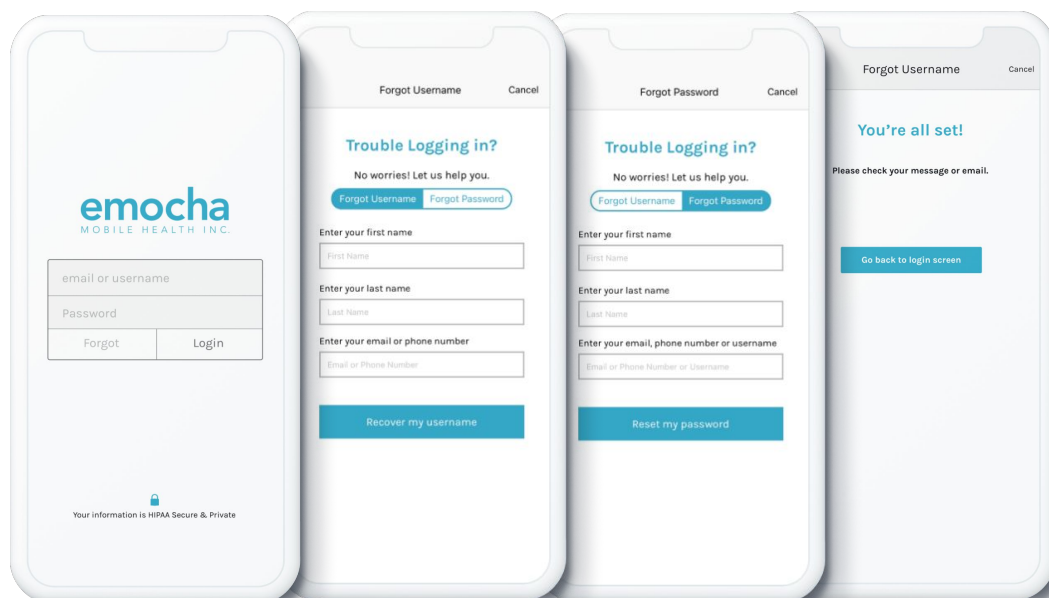
Welcome Back - Signing back in to the emocha App

Forgot Username

- 01 Open the emocha App
- 02 Tap the **Forgot** button
- 03 Select **Forgot Username**
- 04 Enter required information
- 05 Tap **Recover my username**

Forgot Password

- 01 Open the emocha App
- 02 Tap the **Forgot** button
- 03 Select **Forgot Password**
- 04 Enter required information
- 05 Tap **Reset my password**

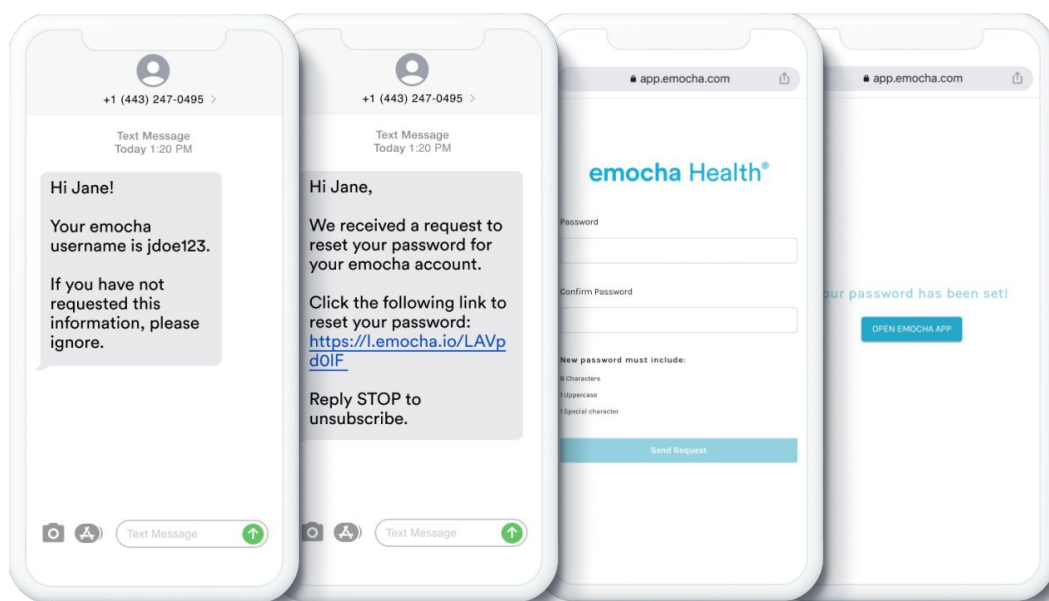


After completing these steps, you will receive an email or text containing your username or a link to reset your password!

Reset Your Password

- 01 Open message containing password reset link
- 02 Tap the link to create and confirm a new password
- 03 Passwords must contain at least 8 characters with 1 capital letter, 1 number, and 1 special character

**Note: If using a "zero," your password must contain at least 2 numbers*



Update Login Options

- 01 Login to the emocha App and navigate to the menu
- 02 Select **Profile** from the menu options
- 03 Set up a PIN, enable Face ID, or enable Fingerprint ID to more easily login to emocha

Need Additional Support?

For technical assistance, please email helpdesk@emocha.com to connect with a member of the emocha support team.

Web Portal



emocha Health®

Employee User Guide for emocha Web Kiosk

Updated August 2021

Getting Started with the emocha Web Kiosk

Employees can complete their daily check-ins using emocha's web-based portal. The online check-in form is accessible on any device or desktop computer which can access the internet.

01 Welcome Message and Account Setup

All new participants will receive an email from emocha with instructions for how to create an account and download the emocha app. Tap the link provided to create a username and password. This link expires after **24 hours**.

**Note: Your password should contain at least 8 characters, including 1 capital letter, 1 number, and 1 special character. If using a "zero," your password must contain at least 2 numbers.*

02 Login to emocha

Access the web portal by navigating to <https://checkin.emocha.com/ccsd> and click the **Member** button. Enter the email address associated with your account, your first and last name, and choose your location from the **Institutional Affiliation** dropdown menu.

**Note: Your Institutional Affiliation can be found on your paystub, which is labeled with department and location (you can locate your paystub at HCM.ccsd.net).*

03 Enter Verification Code

A unique verification code will be emailed and/or texted to you. The code expires after **15 minutes**.

If you do not receive a code or if your code has expired, click **Resend Code** to have the code resent.

Click **Next** to continue your check-in.

Navigating the emocha Web Kiosk

04 Choose an Action

Employees can complete daily check-ins or record their vaccination status using the emocha web portal. Select **Check-In** or **Record Vaccination**.

*Note: Once uploaded, you may only view your vaccine records using the emocha Mobile App.

05 Accept Terms of Use

Read and accept emocha's Terms and Conditions. You can also send these terms to your email.

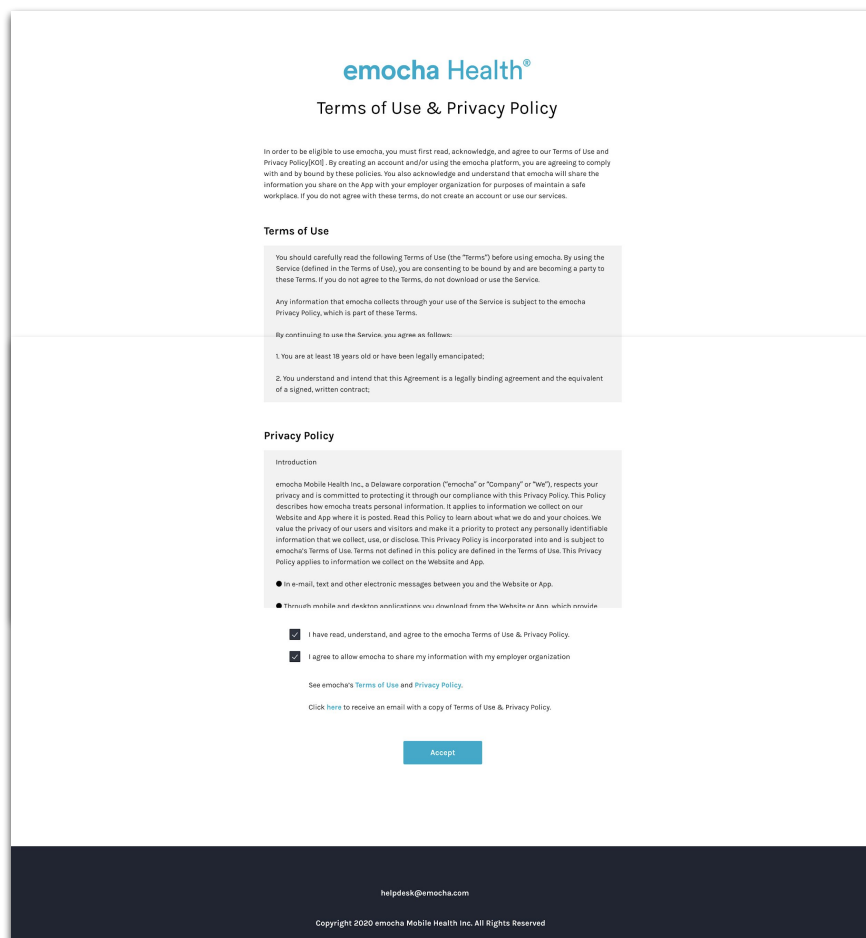
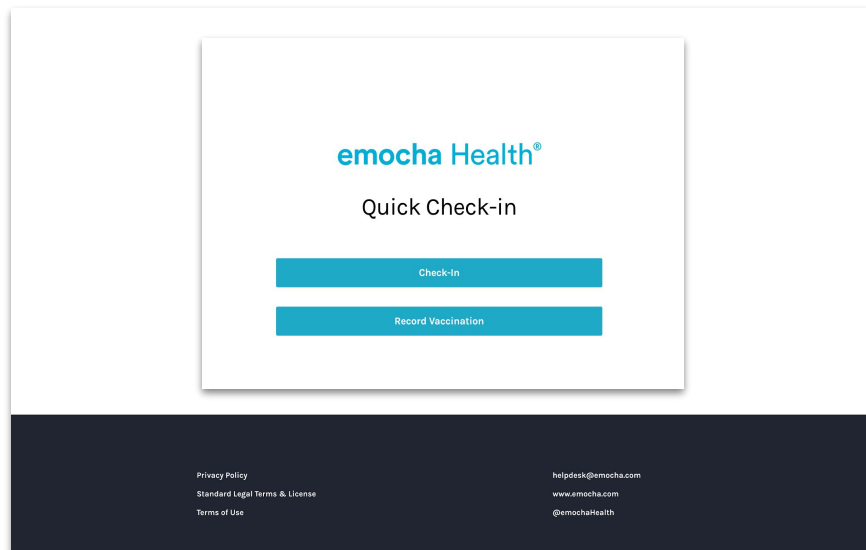
*Note: All data submitted to emocha's HIPAA-secure platform will only be accessible to emocha's public health monitoring team and personnel authorized by the Clark County School District. Information submitted by participants is encrypted end to end and all data is subject to legal requirements surrounding Protected Health Information.

06 Complete Check-in or Record Vaccination

Click **Next** after entering all required information to login and complete your daily check-in or upload your vaccination record.

07 Unable to Login?

If you are experiencing login issues and require technical assistance, please email **helpdesk@emocha.com** to connect with a member of the emocha Support Team.



Dashboard Users



emocha Health®

Dashboard User Guide for emocha Analytics

Updated August 2021

Getting Started as an emocha Dashboard User

01 Welcome Message and Account Setup

New dashboard users will receive an email notification that an emocha account has been created. To set up your account, click the **Go to emocha** button to confirm your email address and create a password.

**Note: Your password should contain at least 8 characters, including 1 capital letter, 1 number, and 1 special character. If using a “zero,” your password must contain at least 2 numbers.*

Enter your password twice and click **Send Request** when you have entered all required information. This link expires after **24 hours**.

02 Login to emocha

Navigate to <https://app.emocha.com/login> and enter the email address and password associated with your emocha account.

Note: This should be your **nv.ccsd.net address.*

03 Forgot Your Password?

Navigate to <https://app.emocha.com/login> and enter your email address and choose **Forgot Password**. Enter your email address again and click **Send Request** to generate an email containing instructions to reset your Password.

Simply click the **Reset Password** button in the email to create and confirm your new password.

05 Need Additional Support?

If you are continuing to experience login issues or if you have questions about your account, please email helpdesk@emocha.com to connect with a member of the emocha Support Team.

06 Privacy Reminder

All data submitted to emocha’s HIPAA-secure platform will only be accessible to emocha’s public health monitoring team and personnel authorized by the Clark County School District. This information is encrypted end to end and is never stored on a participant’s device. All data is subject to legal requirements surrounding Protected Health Information.

The screenshot shows an email notification from emocha. At the top is the emocha logo. Below it, the text reads "Welcome to emocha!". The main body of the email states: "You have been added to the Clark County School District (CCSD) emocha account. Let's confirm your email address and finish your account setup." Below this text is a blue button labeled "Go to emocha". At the bottom, there is a line of small text: "Contact your emocha Administrator or helpdesk@emocha.com to change your notification preferences."

The screenshot shows the emocha Health login page. It features the emocha Health logo at the top. Below the logo are two input fields: "Password" and "Confirm Password". Below these fields is a section titled "New password must include:" with three bullet points: "8 Characters", "1 Uppercase", and "1 Special character". At the bottom of the form is a blue button labeled "Send Request".

This screenshot is similar to the previous one, showing the emocha Health login page. However, the "Forgot password" link is highlighted in blue, and the "Send Request" button is also highlighted in blue. The "Password" and "Confirm Password" fields are present but not highlighted.

The screenshot shows an email notification for a password reset request. It features the emocha Health logo at the top. Below the logo, the text reads: "Enter your email address and we'll send instructions to reset your password." Below this text is an input field labeled "Email". At the bottom of the form is a blue button labeled "Send Request".

The screenshot shows an email notification for a password reset. It features the emocha logo at the top. Below the logo, the text reads: "We received a request to reset your password for your emocha account: email@emocha.com. We're here to help!" Below this text is another line of text: "Simply click on the button to set a new password:". At the bottom of the form is a blue button labeled "Reset Password".

Navigating the emocha Dashboards

01 Login to emocha


Navigate to <https://app.emocha.com/login> and enter the email address and password associated with your emocha account.

Note: This should be your **nv.ccsd.net address.*

02 Home Page

After logging in, you will be directed to the emocha Analytics homepage, which displays a list of dashboards containing CCSD participant data.

Analytics - Click the  icon to access, filter, and export CCSD participant data.

Menu - Click the  icon to view your profile or to logout of your account.

03 emocha Analytics


Click **Dashboards** to access dashboards containing program data. All dashboards available to you will be listed to the left of the Analytics page. You can filter and export CCSD participant data using these dashboards.

Click **Recent Check-Ins** to view badge and check-in information for CCSD participants associated with your emocha dashboard user account.

04 Need Additional Support?

For technical support assistance, click the **Help** button in the bottom right corner of your screen. You will be able to search for resources or send a message to the emocha Support Team. You can also email the Support Team directly at helpdesk@emocha.com.

05 Log Out

Click the  icon and select **Logout**.

