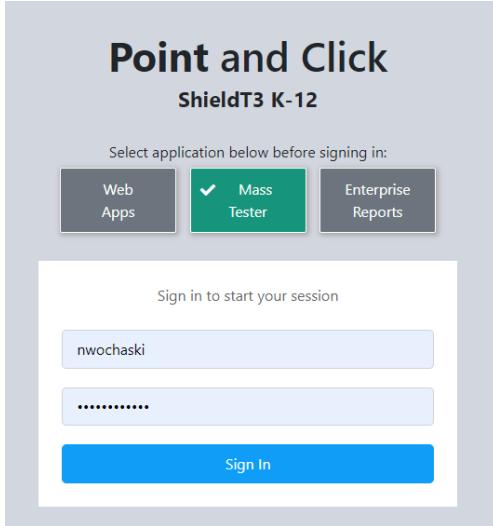


REGISTERING A STAFF MEMBER OR NEW STUDENT INTO POINT AND CLICK

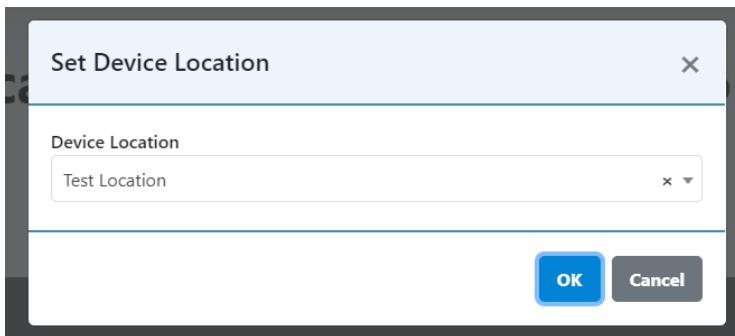
STEP 1: Log in to the Mass Tester Module



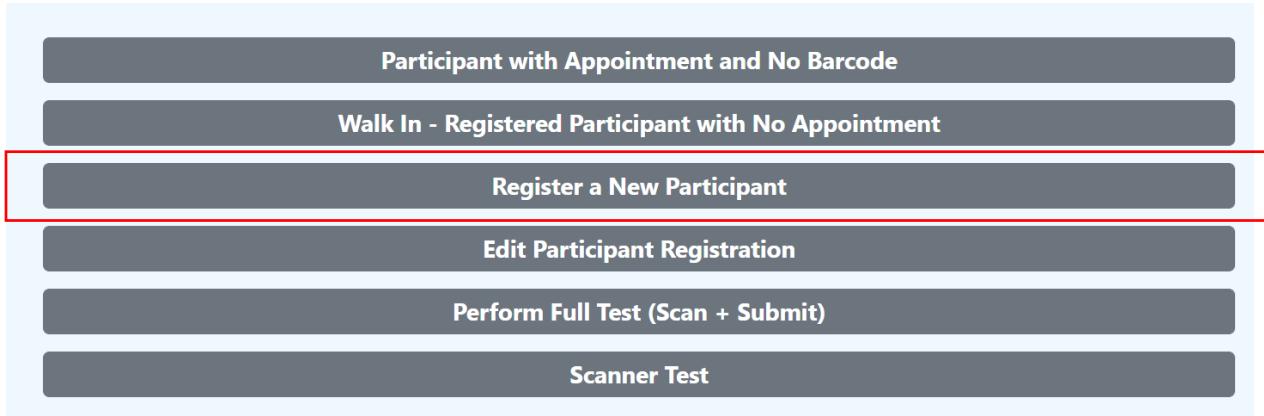
STEP 2: Click on Mass Tester



STEP 3: Set your physical location (which school are you physically at?)



STEP 4: Click on “Register a New Participant”



STEP 5: Complete the registration form in its entirety. ALL fields are required for state reporting purposes. Scroll down to answer all questions and then click SAVE.

Mini Registration X

Agency

First Name

Last Name

Employee #

Date of Birth

Email Address

Mobile Phone #

Gender Male Female Other

[NO] Patient Is Used For Testing

Patient Type(s) Student Employee Affiliate Visitor Supervisor Prospect Community Instructor

Local Address

Address Line 1

Address Line 2

Address Line 3

City

State

Zip

Country

Local Phone #

Extra details

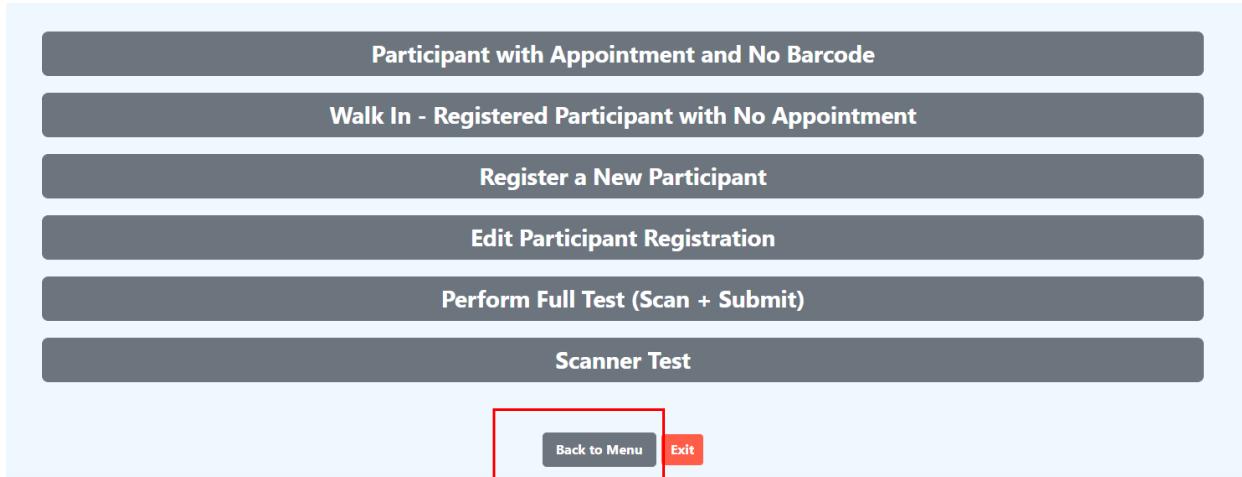
Ethnicity

Race

2nd Race (Optional)

Save + Walk In Save Cancel

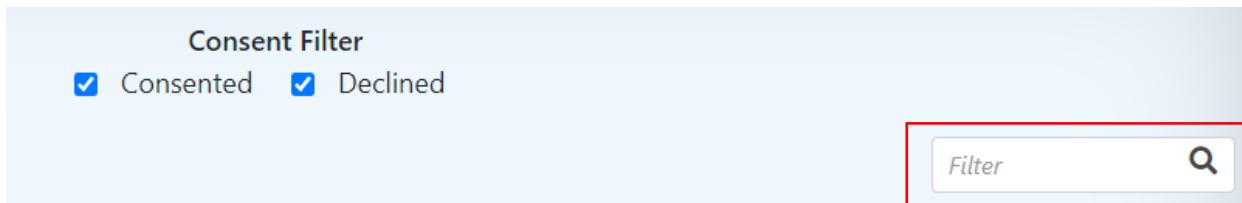
STEP 6: Click “Back to Menu”



STEP 7: Click on “Consent Management”



STEP 8: Ensure Consent Filters are both checked and then enter the name of the newly registered participant in the Filter Search box.



STEP 9: Click on the participants name in the grid and check the box that depicts their consent and then click “OK”.