



**WEST HILLS**  
COMMUNITY COLLEGE DISTRICT

# West Hills Safe App Guide

A quick reference guide for the West Hills Safe App

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## Getting Started

### Downloading the app

The West Hills Safe app is available in both the Apple App Store for iOS devices and the Google Play Store for Android devices. Those who do not have a smartphone or chose not to use their smartphone may use the web-based option instead to complete their daily health screening and check-in by clicking this link: [Online Daily Pre-Screening Form and Room Check-in](#).

1. Search for "West Hills Safe"
2. Click Install/Get and wait for the app to download

### Logging In and Setting Up

1. Log in to the app using your West Hills username and password. This is the same information you use to login to your student portal.
2. Accept the Terms of Use by clicking "Accept" at the bottom of the screen
3. Add a profile picture by clicking "Add" or click "Maybe Later" to skip to the next step
4. Select your quick access preference then click "Next" or click "Maybe Later" to skip to the next step.
5. Read through the text, then click "Next" to move through each feature explanation.
6. When you reach the end, click "Done".

## Using the West Hills SAFE App

### Completing the Daily Pre-Screening Questionnaire

The Daily Pre-Screening Questionnaire must be completed once a day, every day you are on campus. Enable Push Notifications to get daily reminders about completing the questionnaire.

1. Click on the "Daily Pre-Screening" section on the community page of the app (see #2 in Image 3).
2. Read through the introductory text. Take note of the contact information provided for each campus. If you have any questions, you may call the number listed for your campus.
3. Click "Next" at the bottom when you are finished reading.
4. Answer each question by clicking "Yes" or "No". Be sure to answer with complete honesty. If you are confused about how to answer a question, contact the number provided for your campus in the introductory page.

5. Click "Next" at the bottom to confirm each answer and move on to the next question. You may click the back arrow at the top, left corner of the screen to go back to a previous question.
6. Once you have completed the last question or once you have marked "Yes" on any question, you will get a pop up saying you have completed the form and asking if you want to submit or cancel. Click "Submit" if you are ready to submit. Click "Cancel" if you need to go back into the form.
7. After submitting, you will get one of two screens:
  - If you answer "No" to all the questions, you will get a screen that says, "You are Cleared".
  - If you answer "Yes" to any questions, you will get a screen that says, "You are not Cleared".
8. Press "Done" at the bottom of the screen. Your Campus Pass will pop up on the screen (learn more about Campus Passes in the next section). Click the "X" in the top, left corner to exit to the community page.

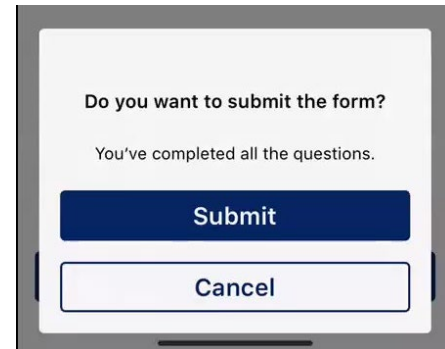


Image 1: Submit Pop-up

### Viewing Campus Pass Information

Click on the "Campus Pass" section on the community page of the app (see #3 in Image 3) to view your Campus Pass. The pass will include your name, student ID number, the date, and information on pass expiration.

There are three (3) types of passes:

- **Green Pass** – Daily Pre-Screening completed with no potential risks reported and free to enter campus (see Appendix, Image 6). Pass expires at 11:59 PM of the current day.
- **Red Pass** – Daily Pre-Screening completed with potential risk reported and cannot enter campus. Pass expires in 14 days (see Appendix, Image 7).
- **Blue Pass** – Self Report Vaccination submitted and approved (see Appendix, Image 8; learn more about Self Report Vaccination in the next section).

### Entering Vaccination Information

Entering vaccination information is completely voluntary but highly recommended. Please have your vaccination card ready because you will be asked to submit a photo as part of this form.

1. Click on the "Self Report Vaccination" section on the community page of the app (see #4 in Image 3).
2. Read the introductory text. Be sure you are entering this information only after you have completed your vaccination. This means you must wait until after your second does, if applicable.
3. Click "Next" at the bottom of the screen.
4. Select which vaccine you received.
5. Click "Next".
6. Click "Add Photo". If using an Apple iOS device, you will have the option to "Take Photo" or "Choose from Library". If you are using an Android device, you will have the option to open your Camera app or your Gallery app.
  - If you do not have a picture of your vaccination card, use the "Take Photo" or "Camera" options to take a photo of your card. Make sure the image is clear and the vaccination card is readable.
  - If you already have a picture of your vaccination card on your phone, use the "Choose from Library" or "Gallery" options to select the photo from your gallery.
7. Click "Use Photo", crop the image as needed, then click "Save".
8. After taking or selecting an image, you will be returned to the "Add a photo" screen. You have the option of taking or selecting a different image by clicking "Change Photo".
9. Click "Next" at the bottom when you are ready.
10. You will get a pop up identical to the one in the Daily Pre-Screening Questionnaire (see Image 1). Click "Submit" if you are ready to submit. Click "Cancel" if you need to go back into the form.
11. Your form will be submitted for approval. Once approved, you will be given a Blue Pass (see previous section for more information).

### Checking-in to Rooms and/or Buildings

We are asking all students and staff to "Check in" when entering any building or classroom for contact-tracing purposes. QR Codes (see Appendix, Image 4) will be posted at these entrances. You do not need to scan again when leaving the room or building.

1. Click on the QR Scanner Tool in the top, left-hand corner on the community page of the app (see #1 in Image 3).

2. Point your phone camera at the QR Code. Your camera will read it automatically (no need to click any buttons). If you are pointing your camera at the QR code and it isn't reading, try moving your phone closer/further away to refocus the camera.
3. Once your phone has read the code, you will get one of two pop-ups:
  - If you have a Green Pass and are cleared to enter campus, a pop up will appear confirming the location of your check-in (see Image 2).
  - If you have a Red Pass and are not cleared to enter campus, an "Entry Denied" message will appear (see Appendix, Image 5).
4. Click "View Campus Pass" to view your pass for the day or "Close" to return to the community page.

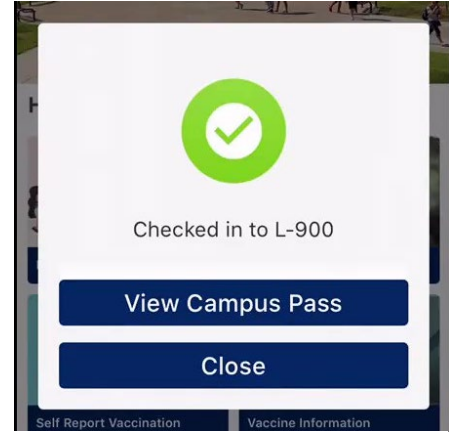


Image 2: Check-in pop up

## Other Sections

There are fourteen (14) different sections of the app, including the ones already mentioned. All of the tools are housed in the community page (see Image 3 below). You will need to scroll down through the community page to access the campus tools (See #8 and #9 in Image 3).



1. **QR Scanner**
2. **Daily Pre-Screening**
3. **Campus Pass**
4. **Self Report Vaccination**
5. **Vaccine Information**
6. **Health Center** – Access information about health services for students.
7. **Campus Updates** – Removed from the current version of the app.
8. **Campus Directory** – Access the District's Faculty and Staff Directory to obtain contact information.
9. **Academic Calendar** – View the Academic Calendar for the school year. This calendar lists important dates such as withdrawal deadlines, events, and holidays.
10. **Home Page** – Quick access to your student portal, campus pass, customized Favorites, and schedule.
11. **Community Page** – Access different tools and features.
12. **Student Feed** – Post a comment or view others' comments.
13. **Notifications** – View list of recent notifications.
14. **My Profile** – Access profile information including friends list, calendar, and settings.

Image 3: Community page with labels

## Appendix

### Sample QR Code



Image 4: Sample QR Code

### Sample "Entry Denied" Message

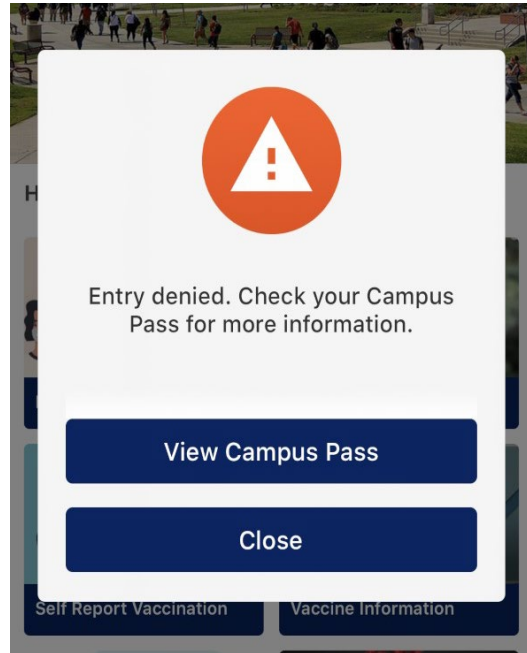


Image 5: Sample "Entry Denied" message

### Sample Green Pass

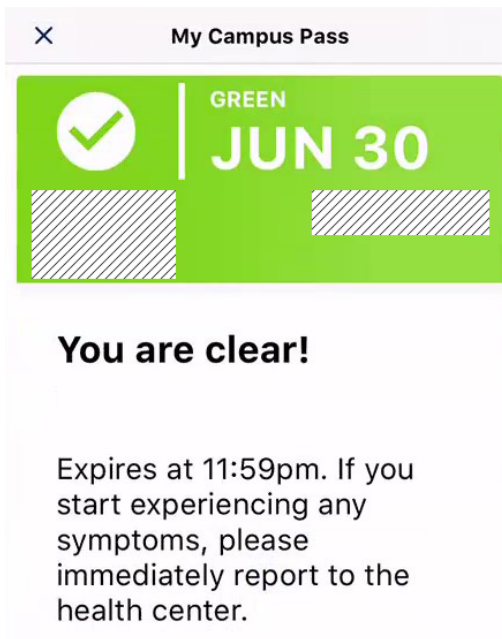


Image 6: Sample Green Pass

### Sample Red Pass

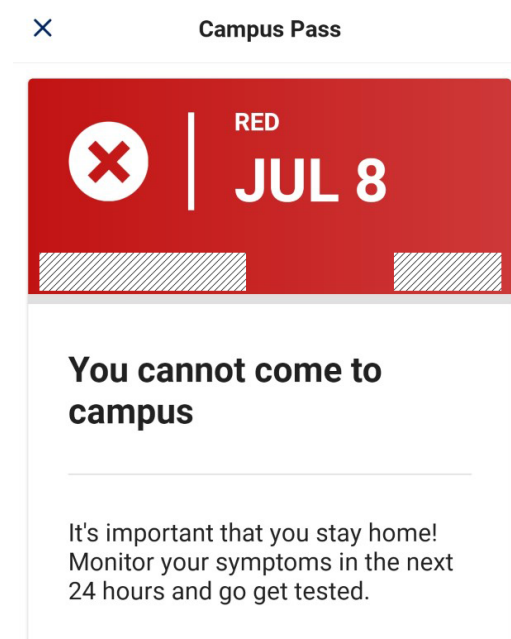


Image 7: Sample Red Pass



## Sample Blue Pass

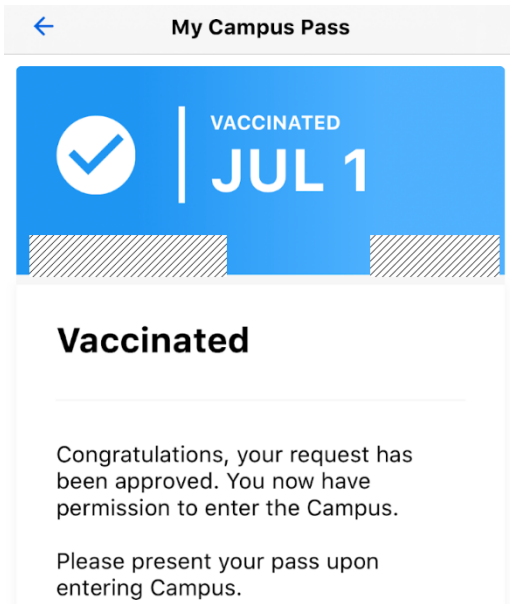


Image 8: Sample Blue Pass