



# Quick Reference Card ConciergePad Mobile APP – Student Health Questionnaire

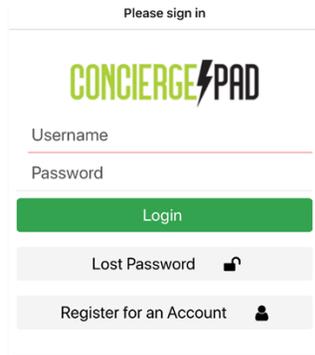
1. Download ConciergePad Mobile APP

## DOWNLOAD APP

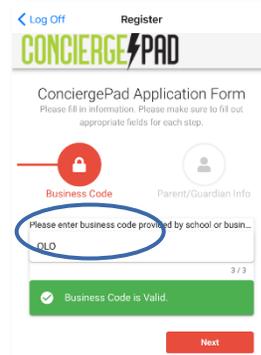


2. Register for an Account. Register on APP or <https://campus.conciergepadedu.com>

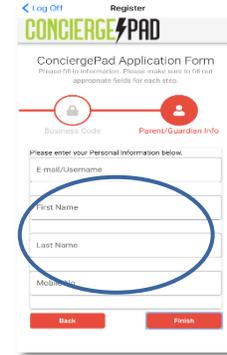
## REGISTER ON THE APP



## ENTER BUSINESS CODE: OLO



## ENTER PARENT INFORMATION



3. Follow link on Registration Email

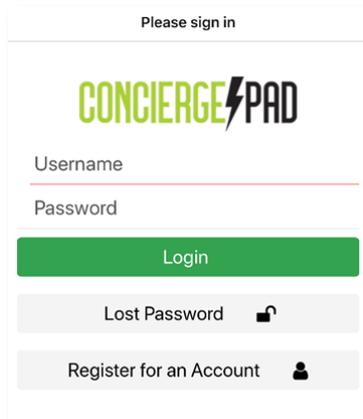
## CLICK ON REGISTRATION LINK AND ENTER INFORMATION

### CONCIERGEpad

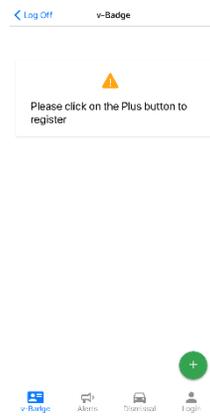
You are almost done with registration. Please click on Link to complete registration: [Registration Link](#) Once you finish Registration you can manage your account by going to: [Login Link](#)

4. Manage Your Account

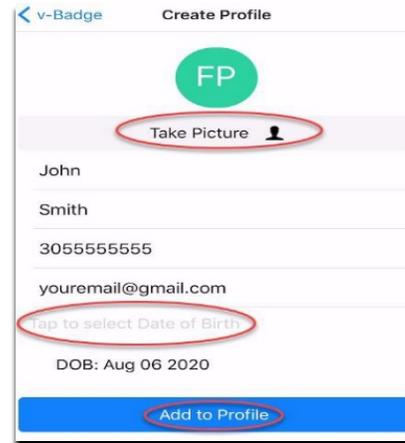
## LOG IN



## CLICK + TO CREATE VIRTUAL ID.



## TAKE PICTURE AND ENTER DATE OF BIRTH



5. Add Child to Your Profile

## ENTER STUDENT ID (REMOVE "0") AND DOB



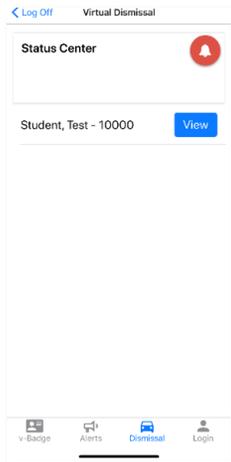


# Quick Reference Card ConciergePad Mobile APP – Student Health Questionnaire

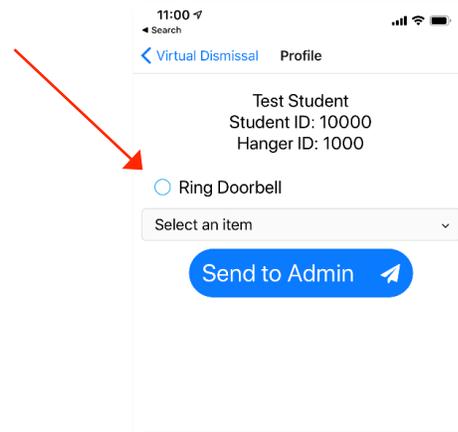
## 6. REPORTING ON THE PARENT APP – To be completed every day prior to student arriving on campus.

**ONE SURVEY PER STUDENT MUST BE SUBMITTED**

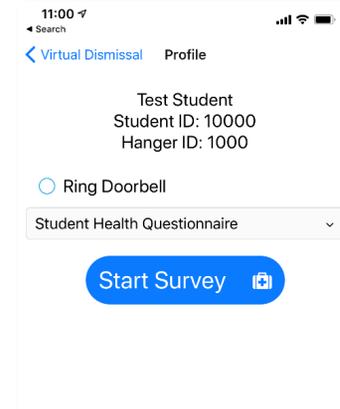
CLICK DISMISSAL TAB AND CLICK VIEW



REMOVE BLUE CHECKMARK NEXT TO RING DOORBELL TO DESELECT



SELECT STUDENT HEALTH QUESTIONNAIRE AND CLICK START SURVEY



## 7. COMPLETE STUDENT HEALTH QUESTIONNAIRE

Read all questions carefully and respond YES or NO.

*If NO to all questions, select NO.*

*If YES to any of the questions, select YES.*

Respond if the student has FEVER or NO FEVER.

***If the student has a FEVER “record temperature” textbox will be enabled, and you must enter in the temperature reading.***

Once all information is entered, click **COMPLETE** button to send all information about your student to school administration. School administrators will be notified instantly of student status.

***If your student has any of the symptoms listed in the Parent APP, please keep your child at home after completing the reporting process.***

**This process is to be completed each day prior to your child coming to school.**

