

## Coast Community College District Cleared4 Instructions and FAQs

Coast Community College District has selected a health and safety platform [Cleared4](#) to manage the COVID-19 vaccine mandate with testing protocol. Cleared4 is a user-friendly software platform. Here are some key points to keep in mind.

- Cleared4 is HIPAA, FERPA, and GDPR compliant
- Data is owned by Coast Community College District not Cleared4
- Only COVID-19 testing and vaccination data is collected
- No app download is needed
- No log-ins or passwords to remember

### Q. How does Cleared4 work?

A. The District has created your profile in Cleared4 using your name, phone number, and email. You will receive a welcome message with a private link from [no-reply@cleared4work.com](mailto:no-reply@cleared4work.com) to your email. This is your personal, secure link to Cleared4.

The link never changes so you can save it to your phone home page and launch it like an app, or bookmark it to your computer. Within the Cleared4 system you can upload a picture of your vaccination card and enter the dates of the vaccination doses or ask for an exemption from vaccination. If you ask for an exemption from vaccination or are not fully vaccinated, you will be entered into a weekly testing protocol. If you will be part of the testing protocol, you will be able to schedule your COVID-19 testing through the Cleared4 system. Testing will be provided at all District college campuses (Coastline College, Golden West College, and Orange Coast College) starting on January 31, 2022, on an appointment basis. Information on testing will be provided in January 2022.

## Welcome Message

Welcome to Cleared4

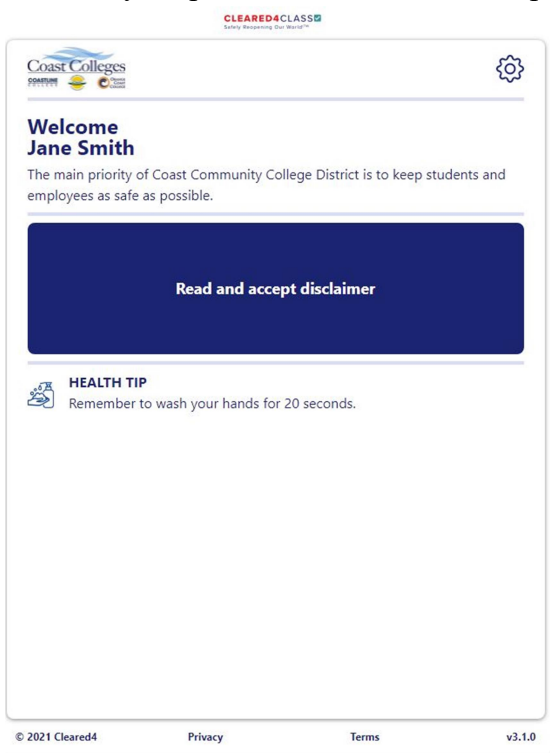
The screenshot shows an email header from [no-reply@cleared4work.com](mailto:no-reply@cleared4work.com) dated Wed 12/1/2021 11:57 AM. Below the header is a prominent red banner with white text that reads: "Caution: External Email Sender. Do not click on links or open attachments unless you are sure you recognize the sender and you know the contents are safe. The original sender of this email is bounces+16002871-7dd7-@em9444.cleared4work.com".

The screenshot shows the main body of the welcome email. It features the Coast Community College District logo at the top. The text reads: "Hello Jane Smith, Welcome to the Cleared4 COVID-19 platform <https://www.c4wrk.com/GEaUwYfK7>. This platform is used to provide your proof of vaccination or exemption from receiving the vaccine and entering into the testing protocol. Thank you, Coast Community College District". A black arrow points from the text "Your personal link" to the URL.

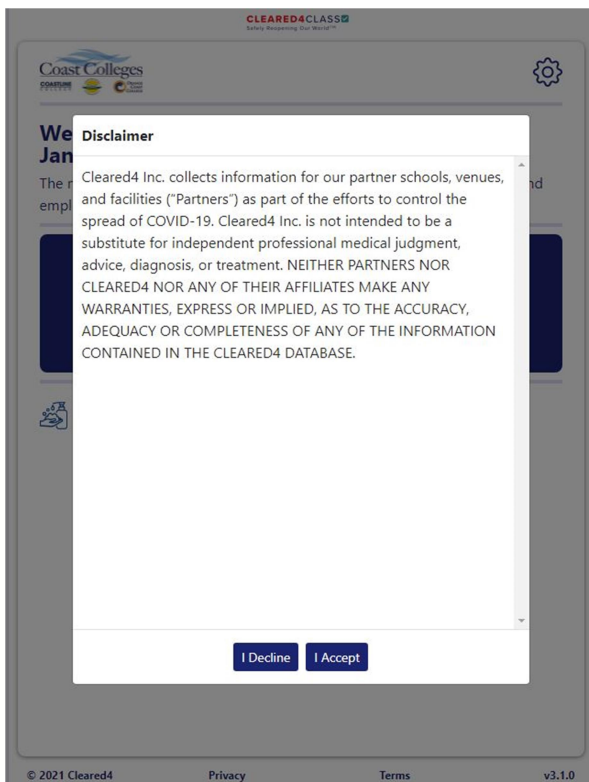
Coast Community College District, 1370 Adams Avenue, Costa Mesa, CA - 92626, USA

Powered by Cleared4

Click on your personal link. You will be presented with a disclaimer

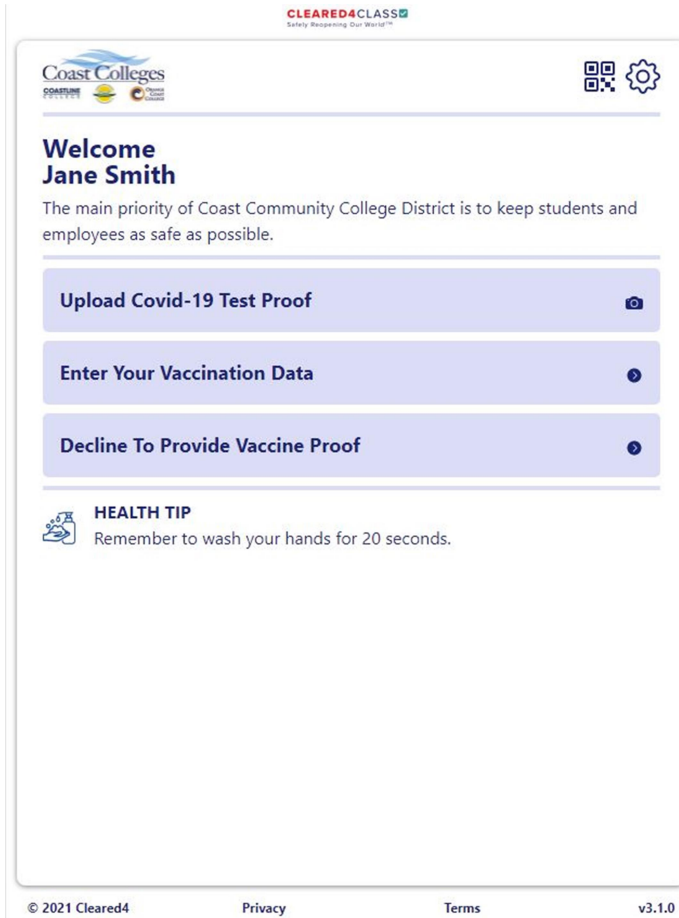


Click on “Read and accept disclaimer”



Click on “I Accept” to continue.

You will be presented with the menu shown below.



## Personal Profile

You can update your profile information by clicking the gear icon on the upper right corner of the screen. You will be presented with the screen below. Use this screen to edit your Phone Number, Email, Language, Reminder Preference, and Reminder Time.

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Safely Reopening Our World™

**Profile**

**Jane Smith**

**Address**

Address 1:  Address 2:

City:  State:

Country:  Zip code:

**Phone**

Country code: USA (+1) Mobile Number:

**Email Address**

**Reminders**

SMS  Email

**Reminder Time**

Hours: 12 Minutes: 30 Timezone: America/Los\_Angeles

**Gender**: No Response

**Race**: No Response

**Ethnicity**: No Response

**Language**: us English

**Disclaimer Accepted On**: 2021-12-01 12:14 PST

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## Vaccination Documentation

If you have been fully vaccinated and would like to provide your vaccination documentation, please click on “Enter Your Vaccination Data.” You will be presented with the page shown below. You will need to: 1) upload a **clear** picture of your vaccination card or **clear** screenshot of your digital vaccination record which needs to show your name, date of birth, and the date(s) of the vaccination doses; and then 2) select the vaccine vendor (e.g., Pfizer), enter the vaccination dose(s), and the date(s) for each dose. It is important to enter the dates correctly and ensure that you add all doses in the correct order. After you enter the first dose, click on “Add”


and then proceed to entering the data for the second dose, if full vaccination for the specific vendor requires two doses. You can also enter the date for a booster shot, if you have had that in addition to the initial vaccination. You will not be cleared as fully vaccinated unless all dose(s) with their corresponding dates are entered correctly and submitted.

[<](#) **CLEARED4CLASS**  
Safely Resuming Our World™

### Add Vaccination

Please complete the following steps to upload a photo of your vaccination card or screenshot of your digital vaccination record. **You must upload all your vaccination information to be considered for access. (e.g. Dose 1, Dose 2, etc)**

If you have multiple cards with different doses or boosters, you will be able to upload them as part of this process. All records are stored in a HIPAA compliant manner.

[Upload your vaccination proof](#) 

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### Add Vaccination

Please complete the following steps to upload a photo of your vaccination card or screenshot of your digital vaccination record. **You must upload all your vaccination information to be considered for access. (e.g. Dose 1, Dose 2, etc)**

If you have multiple cards with different doses or boosters, you will be able to upload them as part of this process. All records are stored in a HIPAA compliant manner.



Vendor\*

Vaccination date\*



Dose\*

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Safety Measuring Our World™

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If you have multiple cards you will be able to upload them as part of a compliant manner. you will be able to in a HIPAA

**Submitted Successfully**

Your documents will be reviewed and your vaccination status will be validated. You will be notified through SMS and/or email. Do you want to add another dose?

**Yes, Use the same card**

Yes, Add a new card

No, I am done


Vendor\*  
Pfizer

Vaccination date\* 07/16/2021

Dose\* 1

**Add**


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 **CLEARED4CLASS**  
Safety. Reopening Our World.™



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If you have multiple cards with different doses or boosters, you will be able to upload them as part of this process. All records are stored in a HIPAA compliant manner.



**Coast Colleges**

**COASTLINE COLLEGE**       **GOLDEN WEST COLLEGE**  
HUNTINGTON BEACH, CA       **ORANGE COAST COLLEGE**

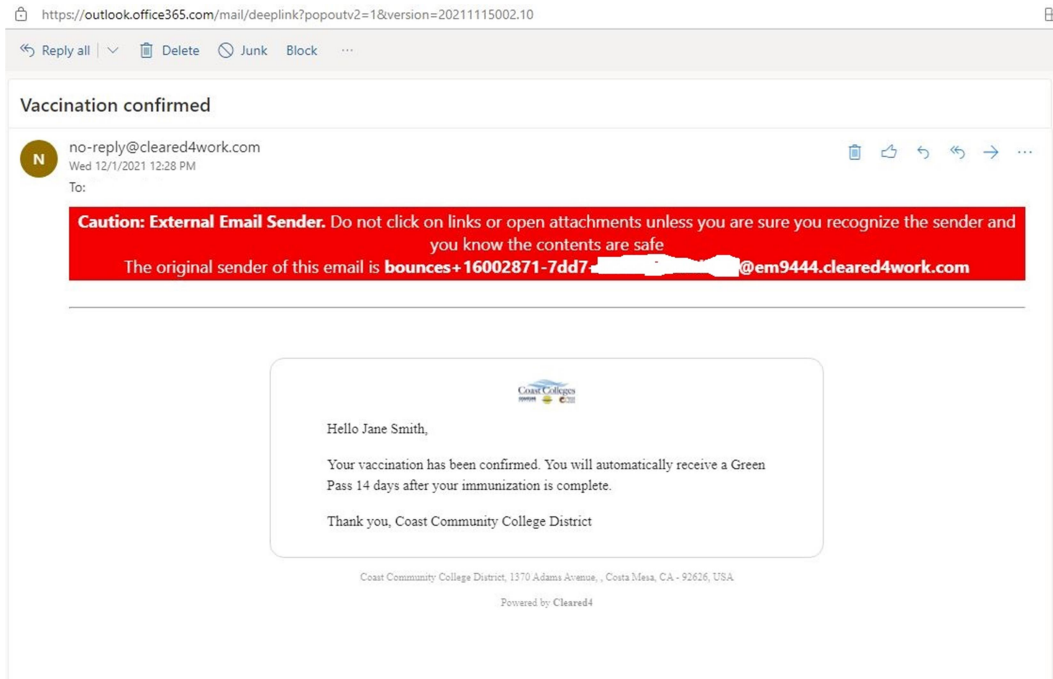
Vendor\*

Vaccination date\*      Dose\*  
     

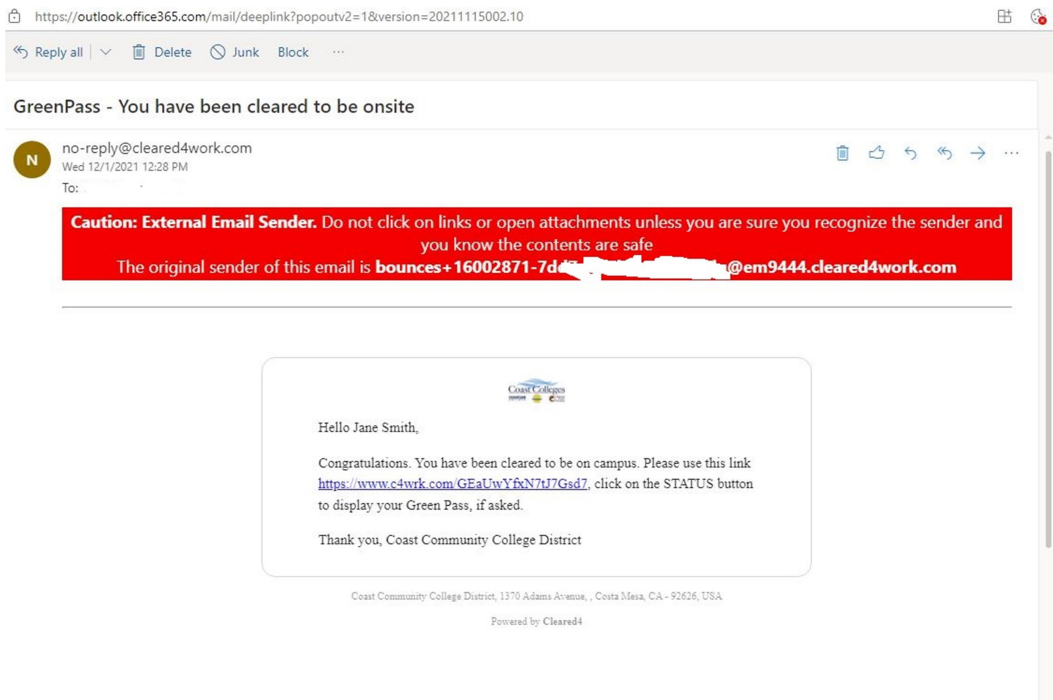
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Your vaccination documentation will be reviewed by the College. If it is correct and clear, it will be accepted. This may take 24 to 72 hours. Once accepted, you will receive a notification via email or text (based on how you selected to be notified in your personal profile).








Once your vaccination is confirmed, you will be assigned a Green Pass (Access Pass), which indicates that you are cleared to be on campus. You will be notified via email and/or text.



You will also be able to see your status by using your Cleared4 personal link by clicking “Show Access Pass.”

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Safety Empowering Our World™

Coast Colleges  

Vax Records




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**Welcome Jane Smith**

The main priority of Coast Community College District is to keep students and employees as safe as possible.




[Show Access Pass](#)


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 **HEALTH TIP**  
Remember to wash your hands for 20 seconds.

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Coast Colleges  

Vax Records







**Jane Smith**

**Dec 01, 2021**

**Cleared To Come On Campus**

You are cleared to come on campus. Please show this pass, if asked.

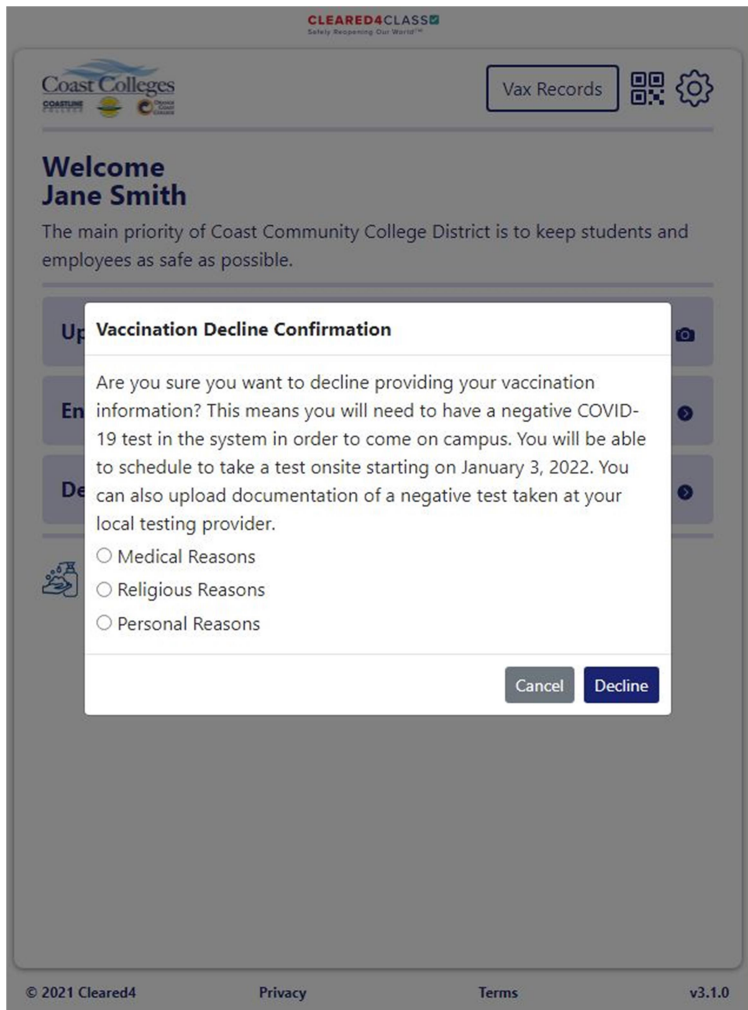
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## Requesting Exemption from Vaccination

If you would like to request an exemption from vaccination, please click on “Decline To Provide Vaccine Proof.”

The screenshot shows the user interface of the Cleared4Class application. At the top, the Cleared4Class logo is displayed with the tagline "Safety. Reopening Our World!". Below the logo, the Coast Colleges logo is visible, including Coastline Community College, Coast Community College, and Coast Community College District. The user is greeted with "Welcome Jane Smith". A message states: "The main priority of Coast Community College District is to keep students and employees as safe as possible." Three main action buttons are listed: "Upload Covid-19 Test Proof" with a camera icon, "Enter Your Vaccination Data" with a right arrow icon, and "Decline To Provide Vaccine Proof" with a right arrow icon. Below these buttons is a "HEALTH TIP" section with a hand-washing icon and the text: "Remember to wash your hands for 20 seconds." At the bottom of the page, there is a footer with the text: "© 2021 Cleared4", "Privacy", "Terms", and "v3.1.0".

Once you have clicked on “Decline To Provide Vaccine Proof,” you will be presented with the page below.



Please click on one of the three choices provided for exemptions and then click on “Decline” to submit your request for exemption. Starting on January 31, 2022, you will need to get tested for COVID-19. Information on COVID-19 testing will be provided.

**Q. I have never received an email welcome message.**

- A. Check with your College (see College emails listed further below) to see if
1. Your email address is correct
  2. You are on Active Status in Cleared4
  3. Please check your spam filter and mark [no-reply@cleared4.org](mailto:no-reply@cleared4.org) as safe. If you mark it as SPAM, you will not receive the email reminders.

**Q. First time users: I cannot open the link or the link does not work.**

- A. Follow these steps one at a time, checking after each step to see if the link works.

1. If using an iPhone, go to Settings>Safari and turn off “Block all cookies.” Then restart the phone
2. If unblocking cookies is not the issue, restart the phone in any case
3. If the link still does not work, try opening the link on another device: phone, tablet, or laptop. If the link works on another device, then this can be a temporary fix

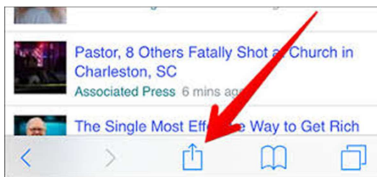
**Q. Regular users: I cannot open the link or the link does not work anymore.**

- A. Follow these steps one at a time, checking after each step to see if the link works.
1. Close all old Cleared4 browser windows
  2. Restart phone
  3. If the link still does not work, try opening the link on another device: another phone, tablet, or laptop. If the link works on another device, then this can be a temporary fix.

**Q. How do I bookmark Cleared4 on my phone?**

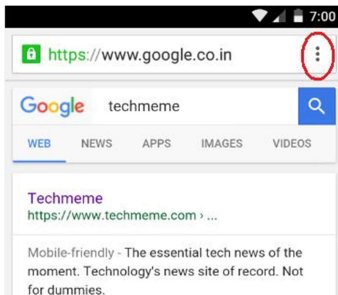
A. iPhone

Click your personal link in your text message or email. Safari will open. Click the Share icon at the bottom of the page and decide where you would like to save your bookmark. It looks like this -



Android Phone

Click your personal link from the text message or email. Chrome will open. Click the three dots on the upper right corner of the screen. Select add to home page or bookmark as you prefer.



**Q. How do I turn OPT OUT/ turn on or off text and/or email reminders or adjust the time of my reminders?**

A. Click on your personal link and click the gear icon, located on the upper right corner of your screen.

1. Update your mobile number and email address
2. Check or uncheck Remind via SMS and/or email as desired
3. Select preferred Remind Me time
4. Make sure you scroll down and hit SAVE when done.

**Q. I believe I was included in Cleared4 by mistake**

A. Please contact your College at the email below.

**Q. Whom can I contact if I have questions or need help?**

A. Please contact your College at the email below.

- Orange Coast College Students - [studentmandate@occ.cccd.edu](mailto:studentmandate@occ.cccd.edu)
- Golden West College Students - [studentmandate@gwc.cccd.edu](mailto:studentmandate@gwc.cccd.edu)
- Coastline College Students - [studentmandate@coastline.edu](mailto:studentmandate@coastline.edu)