

Registration App for Employee & Student Pooled Testing Instructions

To **initially register** to participate in pooled testing for the Upstate employee and student testing initiative, please follow the steps below.

- 1) Go to <https://www.suny-covid-test.com/>.
- 2) If you are visiting for the first time, you will click Register. If you are returning to this site, you will Log In.
- 3) If you are registering, click Register and enter an email address and password and sign up. This email address should be one that you check frequently.
- 4) You will immediately receive a verification code via email from no-reply@mail.clarifi-covid-19.com to confirm your email address.
- 5) Enter the verification code into the app and click Confirm. You will then be asked to log in so you can register.
- 6) You will create a profile. For Institution Type, choose College and scroll to SUNY Upstate University.
- 7) For the Health Insurance fields, you can enter N/A in fields that require text and zeros in fields requiring numbers (phone number, group number, etc.). This will allow you to register more quickly.
- 8) Click Save.
- 9) You will be asked to confirm that you meet saliva test criteria (no teeth brushing, eating, etc.) and that you consent to SUNY collecting your information and performing a diagnostic test if your pool is positive.
- 10) You will then be asked if you have any COVID symptoms.
- 11) Next, you will be asked several questions that are required by New York State.
- 12) **STOP here.** This completes registration, next proceed to Self-Administration Instructions.