How to Complete the Daily Self-Screen

(From the Human Resources Website)

**Step One:** Open up your web browser (Chrome, FireFox, Internet Explorer, etc.), type hr.utk.edu into the top search bar, and press ‘enter’ on the keyboard. This will take you to the Human Resources website.

**Step Two:** Use your mouse to select ‘Self-Screen App’ from the menu on the left side of your screen. Then select the ‘Self-Screen App Link’ which should appear as an option in the middle of your screen.
Step Three: You will be prompted to enter your NetID and Password and select submit. If you do not remember your NetID and password or if you are prompted to complete 2 factor authentication, contact the OIT HelpDesk at 974-9900.

**CENTRAL AUTHENTICATION SERVICE**

Please enter your NetID and password:

<table>
<thead>
<tr>
<th>NetID:</th>
<th>jsmith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td>**********</td>
</tr>
</tbody>
</table>

Step Four: Read the instructions and complete the self-screening questions using your mouse. Select yes or no for each question as appropriate. You may scroll through the questions using the scroll bar on the right.
**Step Five:** Your supervisor’s email address should automatically populate at the bottom of the self-screen page. If you need to add an additional supervisor you may do so in the ‘Additional Email Address’ section at the very bottom of the page. Type in your supervisor’s email address.

![Additional Email Address](image)

Finally: Use your mouse to select the ‘Check-in’ button at the bottom of the page to submit your daily self-screen.

You will receive confirmation if you are cleared to report to work or if you need to stay home.

For employees that need to stay home, select the ‘Staff / Faculty Self-Isolation Form’ button to complete the self-isolation form. This will help us with campus deep cleaning and contact tracing. You will also receive more information about self-isolation by completing this form.

![Self-screen page](image)