

# CLEARED4 ACCESS PASS

Beginning Wednesday, January 5, students and employees will be required to show a Cleared4 Access Pass when entering any campus building. Each building will have a designated single-entry point where you will scan and verify your Access Pass from a smartphone or tablet device.

## WHAT IS A CLEARED4 ACCESS PASS?

The Cleared4 Access Pass demonstrates that an individual is either fully vaccinated or has complied with the requirement for weekly COVID-19 testing. If you are a Waubonsee employee, student, or other individual regularly on campus, **you will need an Access Pass in order to enter campus buildings.**

See other side  
for **IMPORTANT**  
**INSTRUCTIONS.**

## HERE'S HOW TO GET YOUR ACCESS PASS:



### FULLY VACCINATED:

- Locate your personalized link in an email from Cleared4 to your Waubonsee email account from no-reply@cleared4work or via text.
- Click on "Show Access Pass" and your pass will display.



### UNVACCINATED AND TESTING WEEKLY ON A WAUBONSEE CAMPUS:

- Locate your personalized link in an email from Cleared4 to your Waubonsee email account from no-reply@cleared4work or via text.
- Because your results are automatically uploaded into the Cleared4 system, you just click on the Access Pass and your pass will be displayed. This process can take up to 24 hours.
- The Access Pass will be valid for one week.



### UNVACCINATED AND TESTING WEEKLY AT AN OFF-CAMPUS LOCATION:

#### AT-HOME COVID-19 TESTS ARE NOT ACCEPTABLE

- Locate your personalized link in an email from Cleared4 to your Waubonsee email account from no-reply@cleared4work or via text.
- Select the "Upload Negative COVID-19 Test Proof" button.
- Take a picture of your test result or upload an image or screenshot of your test result into the system and submit.
- Your result will be verified by Cleared4. This process can take up to 24 hours.
- Once verified, click on "Show Access Pass" and your pass will display.
- The Access Pass will be valid for one week.

More information and FAQs at: [www.waubonsee.edu/covid19](http://www.waubonsee.edu/covid19)

# CLEARED4 ACCESS PASS

Cleared4 does not have an app but you can save it as a bookmark on your phone, providing easier access to your pass. No username or password is required. Your link will never change and is personal to you and should not be shared with anyone. Please look for an email from no-reply@cleared4work.com.

## HOW DO I BOOKMARK CLEARED4 ON MY PHONE?



### IPHONE USERS:

- Click on your personal link. Safari will open.
- Click the "Share" icon at the bottom of the page.
- Decide where you would like to save your link.  
*We recommend that you select "Add to home screen."*



### ANDROID USERS:

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

More information and FAQs at:  
[www.waubonsee.edu/covid19](http://www.waubonsee.edu/covid19)



**WAUBONSEE**  
COMMUNITY COLLEGE