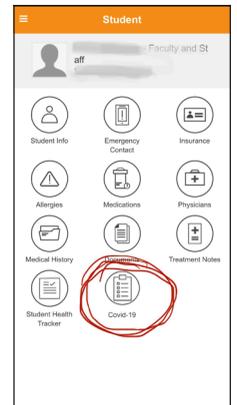


# How to Complete the Magnus app Daily Questionnaire

1. Login to the **Magnus Mobile V2 App** on your mobile device by using the username and password that you created specifically for the app. Make sure that you are using a mobile device to access the questionnaire. You cannot access it on a laptop or desktop computer.
2. If you have multiple students, select the first student you are completing the screening for by clicking his/her name. (see additional instructions below)
3. Select the COVID-19 button at the bottom center of your screen. 
4. Select the Daily Screening (which will have a message under it stating the requirement is incomplete).
5. Complete each question in the screening by choosing a yes/no answer.
6. Once you have completed all the questions on the screening, select SAVE at the bottom of the screen.
7. Once you SAVE you will be brought to the screen which has the answers you provided and either a STOP or GO message and icon at the top of the screen. If you see a STOP response, please DO NOT send your student to school, and contact Betsy Zollinger at bzollinger@tampaprep.org or 813-251-8481 to report your student's absence. If you see a GO response, your student is cleared to attend school.
8. Click OK at the bottom of the screen once you have reviewed your results and the STOP or GO sign.



## If you have more than one student attending Tampa Prep, please follow these additional steps to complete the questionnaire:

1. Once you have clicked OK in step 8 of the above step-by-step guide, click the left arrow in the top left corner of your screen.
2. Click the 3 parallel lines in the top left corner of your screen.
3. Click My Students in the bottom center of your screen.
4. Select the second student you will be completing the Screening for by clicking his/her name.
5. Repeat Steps 2-8 above.
6. Repeat the above processes for each additional student.

**We thank you in advance for your cooperation in this daily screening as it will be an imperative function of our safety protocols.**