This document includes:

- Instructions for staff, faculty and students (with a UCalgary email) on how to book an appointment in Thrive Health to pick up rapid test kits
- Instructions to upload rapid test results to the Thrive Health Portal (only required for positive tests)
A step-by-step guide to book an appointment to pick up rapid tests:

1. **Access your account.** Navigate to the UCalgary COVIDSafe Campus web portal at [https://www.ucalgary.ca/risk/emergency-management/covid-19-response/covidsafe-campus](https://www.ucalgary.ca/risk/emergency-management/covid-19-response/covidsafe-campus) and log in to your Thrive account using the **I have a UCalgary email address** option.

   ![Login to Thrive Health to complete your attestation/proof of vaccination](image)

   You will be asked to log in to Thrive via the normal University of Calgary Central Authentication Service process.

2. **Click on Complete privacy notice and consent required for rapid test result upload.** This will enable you to reach the appointment stage to pick up the kits.

   ![Complete privacy notice and consent required for rapid test result upload](image)
3. To continue, you will need to acknowledge the Privacy Statement and provide consent by typing your name in the Consent box.

4. Once you have signed the consent, new options will appear on your home page under **Next Steps**. Click on **Appointment Centre** to book and manage appointments.
5. Click on **Book new appointment**. This will provide a list of locations with time slots for you to select an appointment.

![Appointment Centre](image)

6. Once you have selected a time and your appointment is booked, you will receive a **Summary of COVID-19 test appointment**. Please note that although it says 'Summary of COVID-19 test appointment', this is an appointment to pick up rapid tests only. We do not perform any rapid testing. Please be sure to bring your UCID with you to pick up your test kits.

![Summary of COVID-19 test appointment](image)
A step-by-step guide for uploading the results of your rapid test to Thrive:

1. **Access your account.** Navigate to the UCalgary COVIDSafe Campus web portal at [https://www.ucalgary.ca/risk/emergency-management/covid-19-response/covidsafe-campus](https://www.ucalgary.ca/risk/emergency-management/covid-19-response/covidsafe-campus) and log in to your Thrive account using the **I have a UCalgary email address** option.

   ![Log in to Thrive Health to complete your attestation/proof of vaccination](image1)

   You will be asked to log in to Thrive via the normal University of Calgary Central Authentication Service process.

2. **Under Next Steps click on the COVID-19 Health Centre.**

   ![Next Steps](image2)

Information within this document will be updated as needed.
2022.03.09 – This document is the most current version.
3. Choose the **Add a test result** option at the bottom of the page.

4. You will then be asked to **Select type of test**. Select the **Self-administered Rapid Screening test** option. The next screen will prompt you to complete your rapid screening test as instructed in the kit, and **Report test results**.
5. You will need to Fill in the details of this Rapid Screening Test and then upload a photo of your test results.

![Fill in the details of this Rapid Screening Test](image)

6. Click Submit to complete the reporting process.

7. You should see a confirmation page verifying that your results have been received. To view your test results history, return to the COVID-19 Health Centre and they will be listed under COVID-19 tests.

Please note we are only able to accept JPG or PNG files. If you submit any other type of file we will not be able to open the image.

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