Basic User's Manual

Administrator Access

for

Comprehensive COVID-19 Website for CWRU Students, Release 1.0

Version 1.0 approved

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Group 3

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1. Student

1.1 Survey

To complete the survey, go to the Survey tab, fill out all four answers, and click Submit.

1.2 Live Data
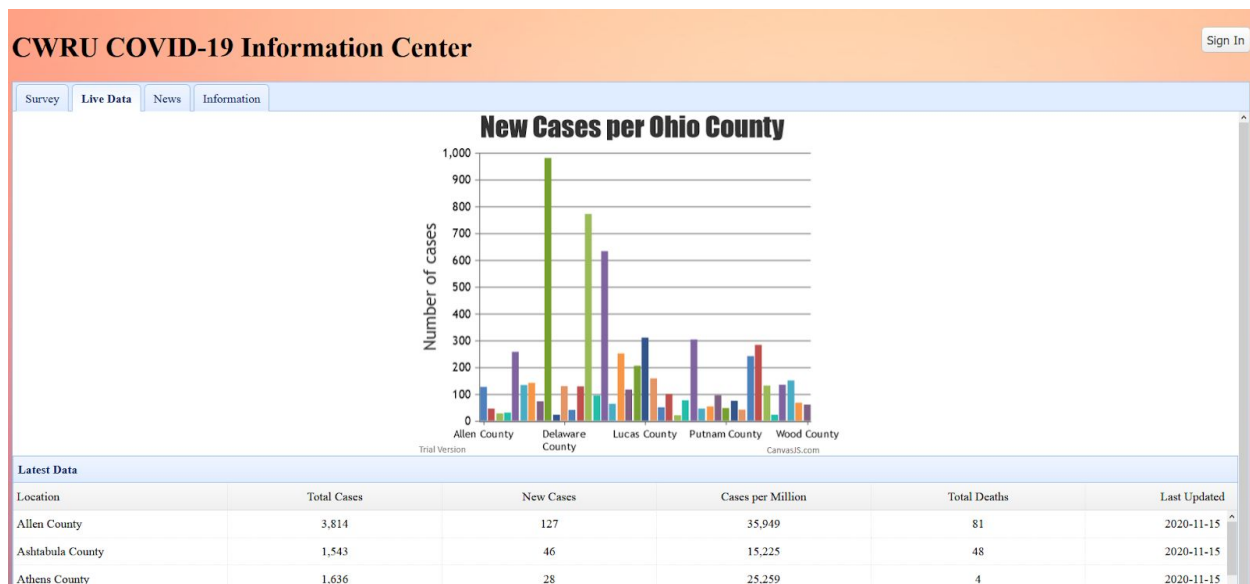
To view live data, go to the Live Data tab, and hover over each bar to see details. More detailed information is available in the table below.

1.3 News

To view the latest news surrounding COVID-19, go to the News tab. Follow any news link to be redirected to the related page.

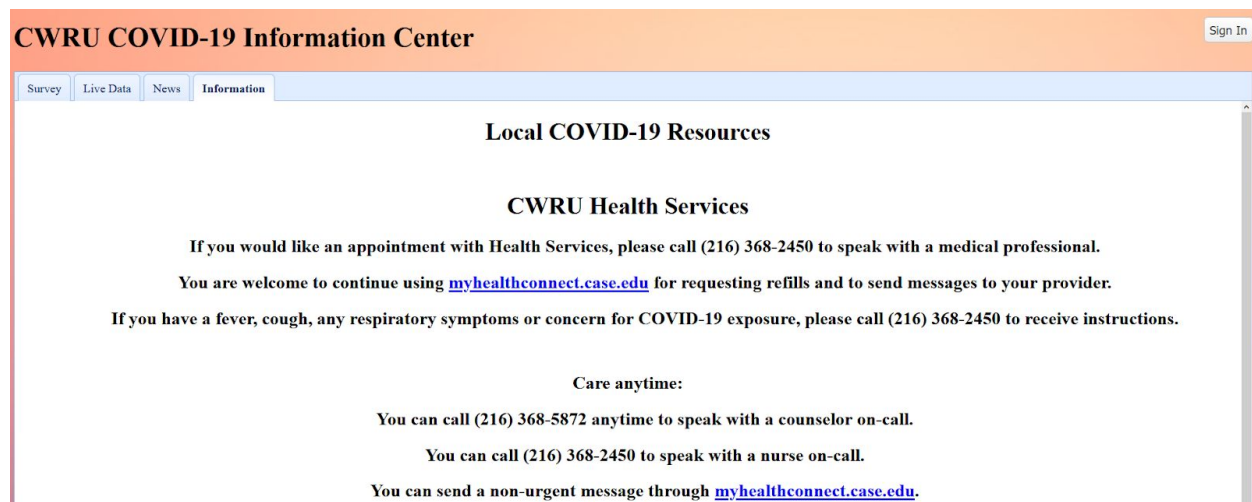To filter the news article by source, type the source's name below and select "search". Alternatively, select "searchallnews" to receive news from all sources.

1.4 Information

CWRU COVID-19 Information Center   Sign In

Survey | Live Data | News | **Information**
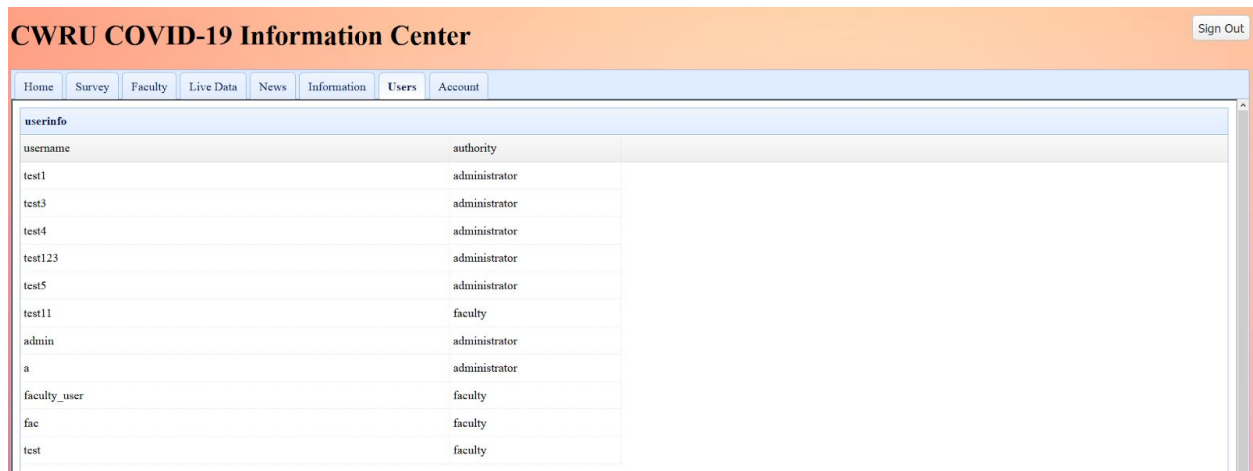
Local COVID-19 Resources

CWRU Health Services

If you would like an appointment with Health Services, please call (216) 368-2450 to speak with a medical professional.

You are welcome to continue using myhealthconnect.case.edu for requesting refills and to send messages to your provider.

If you have a fever, cough, any respiratory symptoms or concern for COVID-19 exposure, please call (216) 368-2450 to receive instructions.

Care anytime:

You can call (216) 368-5872 anytime to speak with a counselor on-call.

You can call (216) 368-2450 to speak with a nurse on-call.

You can send a non-urgent message through myhealthconnect.case.edu.

To read helpful COVID-19 information for CWRU students, go to the Information page.

2. Faculty

2.1 Login

To sign in to the website, click the Sign In button in the upper right corner and fill in the username and password information.

2.2 Faculty

To view information exclusive to faculty members, click on the Faculty tab and hover over each pie segment to get magnified information.

2.3 Account

To update your password, go to the Account tab and enter your new password twice, then click Update.

3. Administrator

3.1 Login
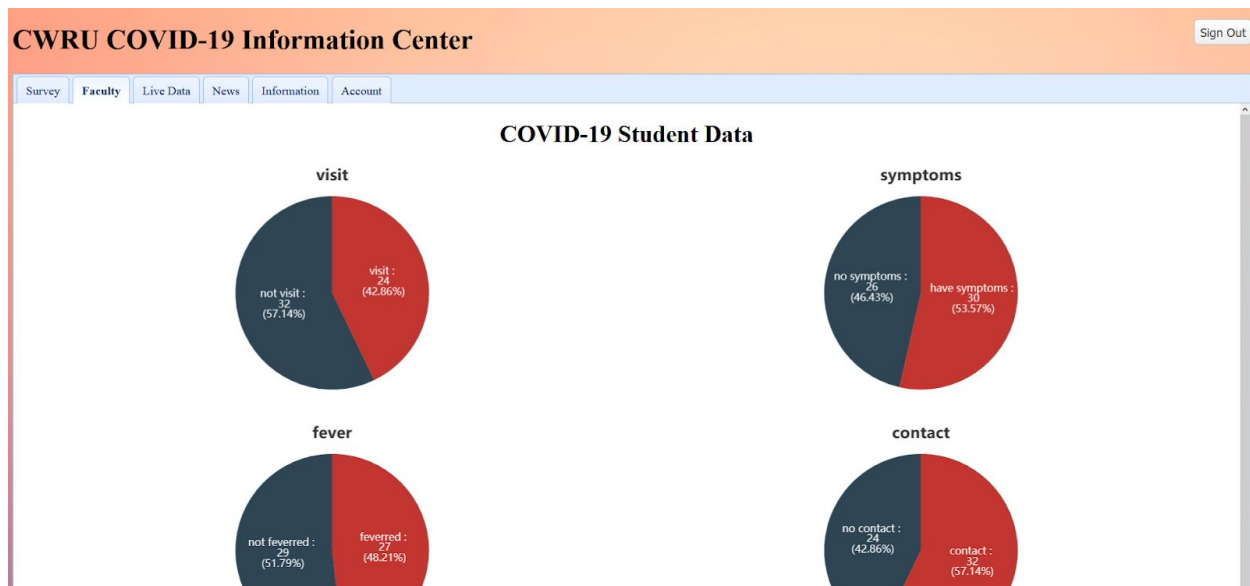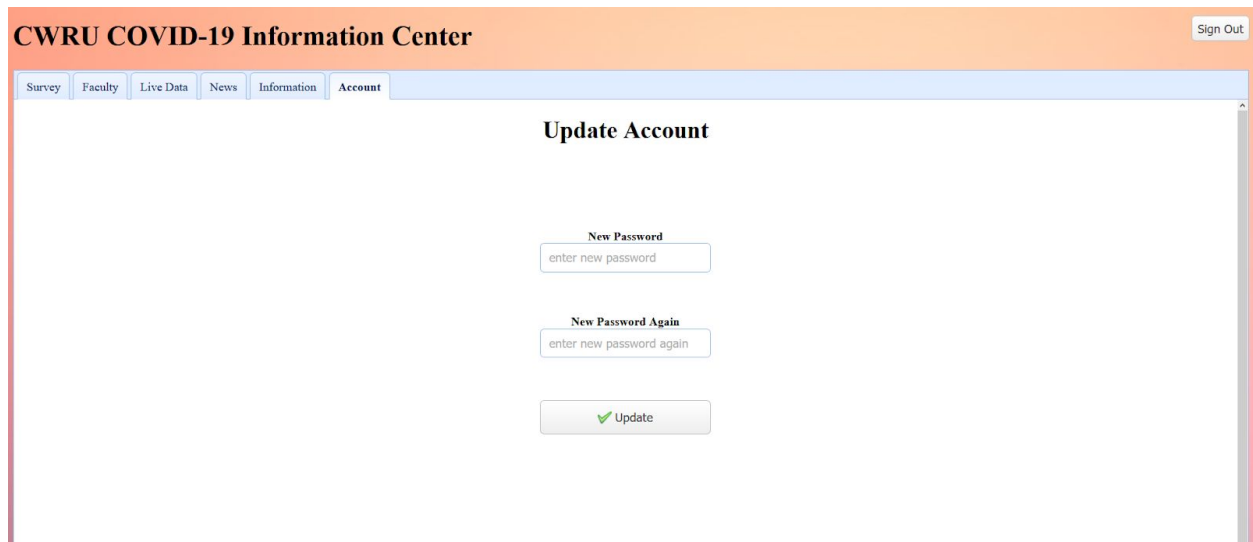

To sign in to the website, click the Sign In button in the upper right corner and fill in the username and password information.

3.2 Home

By default, you will be directed to the home page. It will provide basic information for the rest of the website.

3.3 Users

To view all current users and their access levels, go to the Users tab.

To remove a user, click on their name and then click the "delete" button. Alternatively, click on a faculty user and then click "upgrade" to upgrade them to an administrator user.
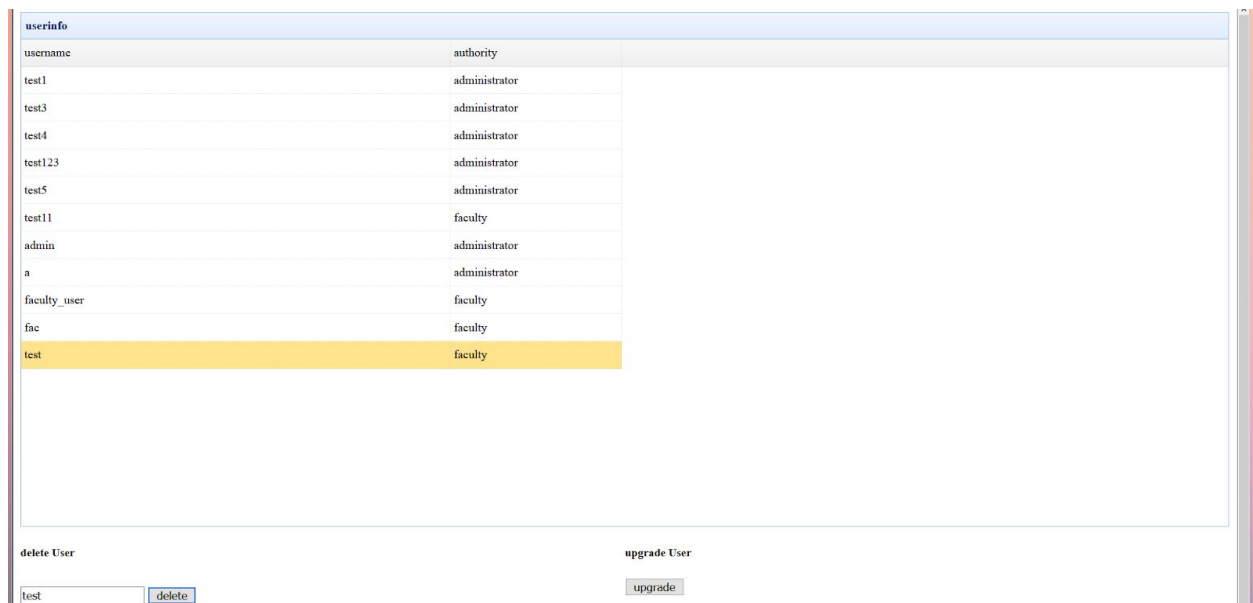
3.4 Account

To create a new faculty user account, go to the Account page and fill out the username and password under the Create User section. Alternatively, modify the logged in user's password by entering a new password twice under the Update Account section.

After creating a new user, return to the Users tab and click the Refresh button to see the new user displayed.