User Login

1. Click on the Link provided in your email.
2. Enter your Password and Confirm Password.
3. Click Save and Log In
4. You will land on the Home page.

How to Designate Access for School Report

1. Click on the Link provided in your email.
2. Log into your account using your Username and Password.
3. You will land on the Home page.
4. Click on 'Designate Access for School Report'.
5. Enter the Email ID of the user you would like to designate.
6. Click Invite.
7. An email with the login link will be sent to their email id.

How To Reset Password

1. Click on the Link provided in your email.
2. Click on Reset Your Password.
3. Enter your Email Address.
4. You will receive an email with a link to reset your Password.
5. Click on the Link.
6. Enter your Password and Confirm Password.
7. Click Save and Log In.
8. You will land on the Home page.

For questions send an email to SchoolQuestionsCOVID@health.ny.gov
How to Create New Submission

1. Click on the Link provided in your email.
2. Log into your account using your Username and Password.
3. You will land on the Home page.
4. Click on 'Create New Submission'.
5. Complete the entire Survey.
6. Click Submit button at the bottom.
7. Confirmation of your submission will be sent to your email id.

https://schoolsurvey.health.ny.gov/

How to View Today's Submission

1. Click on the Link provided in your email.
2. Log into your account using your Username and Password.
3. You will land on the Home page.
4. Click on 'View Today's Submission'.
5. Click on the School Name to view the details of that submission.

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