COVID Report Form Instructions

1. Log into Veoci using your Rice email address (netID@rice.edu). It will direct you to authenticate using SSO.

2. After logging in, you will be directed to this dashboard:

3. To create a COVID Report Form, click here:
4. A pop-up window will appear. At this point, you can begin populating your contact information

- Select the “Fields” icon to load your contact information
- Indicate your phone number

5. Populate your vaccine information using the **Fields** icon. *If this does not populate your vaccine information, select the List icon and a pop-up window will appear and you can select your vaccine information entry.*

- If you have not updated your vaccine form entry to reflect your current vaccination status, please update your vaccine information prior to completing your COVID Report Form entry.
6. Indicate whether you live on campus or off campus.
   - If you live on campus, an additional set of questions will populate in the form.

7. Indicate the reason you are filling out a COVID Report Form. Depending on your selection, you will receive an additional series of instructions applicable to your illness or exposure.
8. If you selected “Received a positive test” or “Are experiencing symptoms of a COVID-like illness”, you will be asked to identify any Rice-affiliated close contacts. If you indicate that you do have Rice-affiliated close contacts, you will see this section appear:

- Enter the first and last name of your close contact
- Enter the NetID OR the email address of your close contact (do not include @rice.edu). You will be able to confirm the email address in the “Rice Email Address” field. It might take that field around 10-15 seconds to display the proper email address.
- If you need to add another close contact, select the “Add Another Close Contact” button and you will be able to enter their information.

9. After answering all the required questions, please be sure to read through your entry to confirm that the information is correct to the best of your knowledge. After this, select “Agree”.

You will be able to view all of your COVID report form entries at this link: https://veoci.com/v/p/dashboard/65282vqcs5
10. Finally, you will have an option to request to have a member of the contact tracing team call you at the number you provided to discuss your COVID Report Form submission and to answer any questions you might have.

11. A copy of instructions given to you in the form will be sent to your Rice email address.

12. You can view your previous COVID Report Form entries here:
   - To view an entry, simply click anywhere on the row of the entry you wish to view and a pop-up will appear with your form entry.