

CAMPUS GATE SCREENING PROCESS

GUIDE TO UFS STAFF AND STUDENTS

Click on the UFS Gate Screening link:

<https://www.ufs.ac.za/covid19screening>

This guide provides an overview of the electronic steps to be followed by staff members, registered students, and international students of the University of the Free State (UFS) on how to:

[Upload Vaccination Certificate](#)

[Upload International Vaccination Certificate](#)

[Upload PCR Test Results](#)

[Apply for Exemptions](#)

Uploading your vaccination certificate is an essential step in obtaining the QR code you will need to access campus.

This is a once-off step and will require you to follow the screen prompts on either your cellphone or any other electronic device you may be using.

Let's Start!

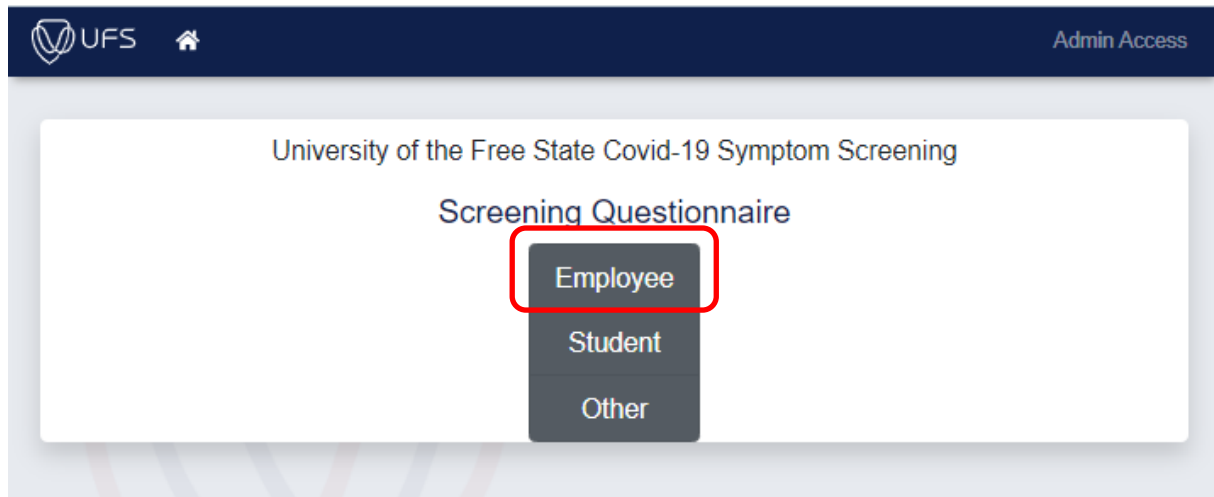
Step 1: Click on the UFS gate screening link (<https://www.ufs.ac.za/covid19screening>), or access the link on the UFS website.

Step 2: Once the COVID-19 screening application opens, you will be prompted to either select the staff or student profile. Selecting any one of these two profiles will prompt you to log in with your UFS username and password.

If you have forgotten your password, you can easily reset it by navigating to <https://selfservice.ufs.ac.za/>.

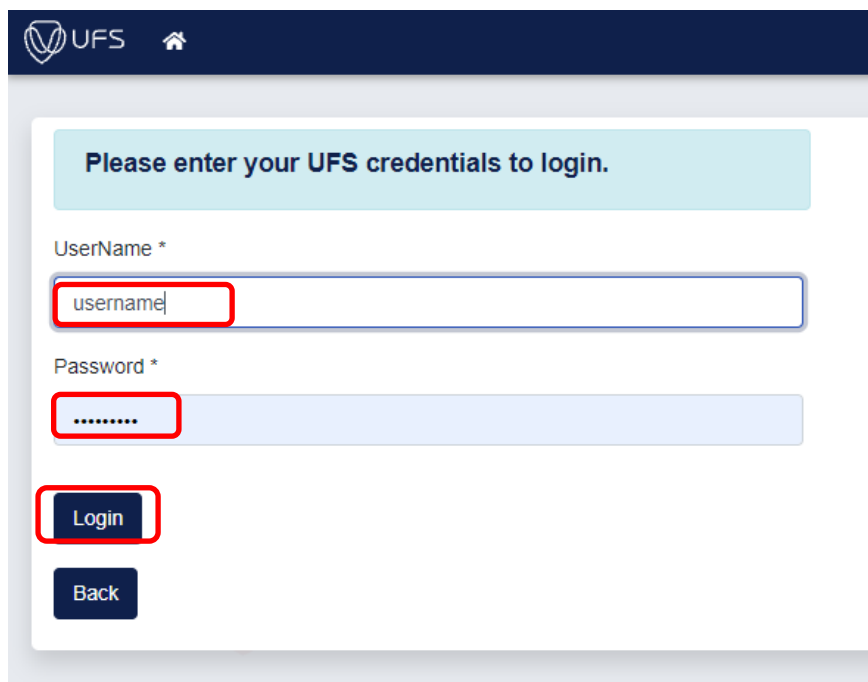
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The screenshot shows the top navigation bar with the UFS logo and 'Admin Access' on the right. The main content area is titled 'University of the Free State Covid-19 Symptom Screening' and 'Screening Questionnaire'. Below this, there are three buttons: 'Employee', 'Student', and 'Other'. The 'Employee' button is highlighted with a red rectangular box.

Login with UFS Username and UFS Password

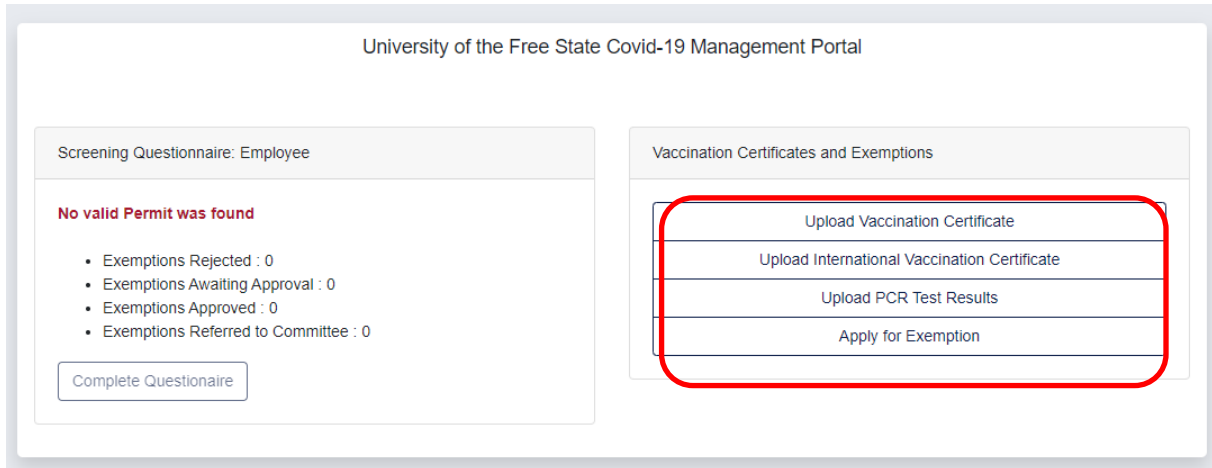


The screenshot shows the UFS login page. At the top is the UFS logo and a home icon. Below is a light blue box with the text 'Please enter your UFS credentials to login.'. There are two input fields: 'UserName *' containing 'username' and 'Password *' containing '.....'. Both input fields are highlighted with red boxes. Below the input fields are two buttons: 'Login' and 'Back'. The 'Login' button is also highlighted with a red box.

Step 3: Now that you have logged in and selected your profile, you can choose your option.

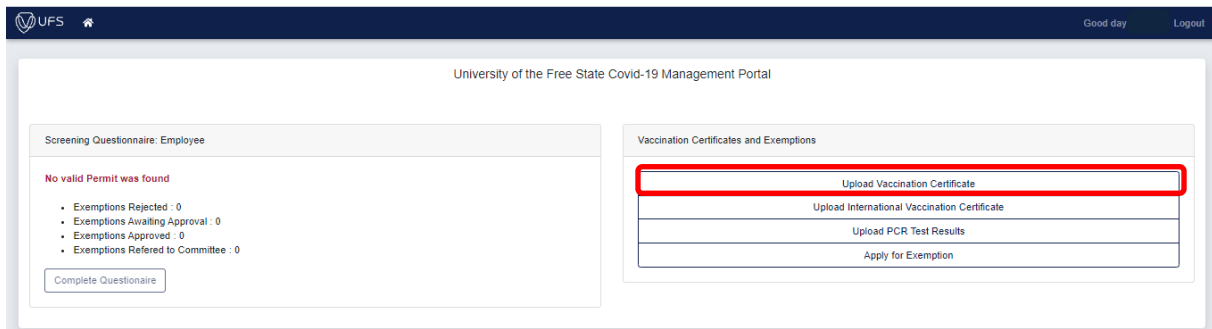
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► 1. UPLOAD OF VACCINATION CERTIFICATE

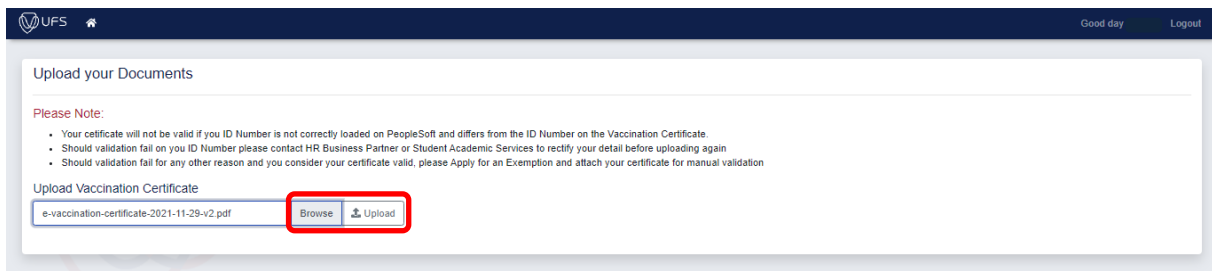
Click on *Upload Vaccination Certificate*



Upload a copy of your vaccination certificate from your electronic device (phone or PC), and remember to read the instructions carefully.

Click on *Browse*

Select your vaccination certificate and then click on *Upload*

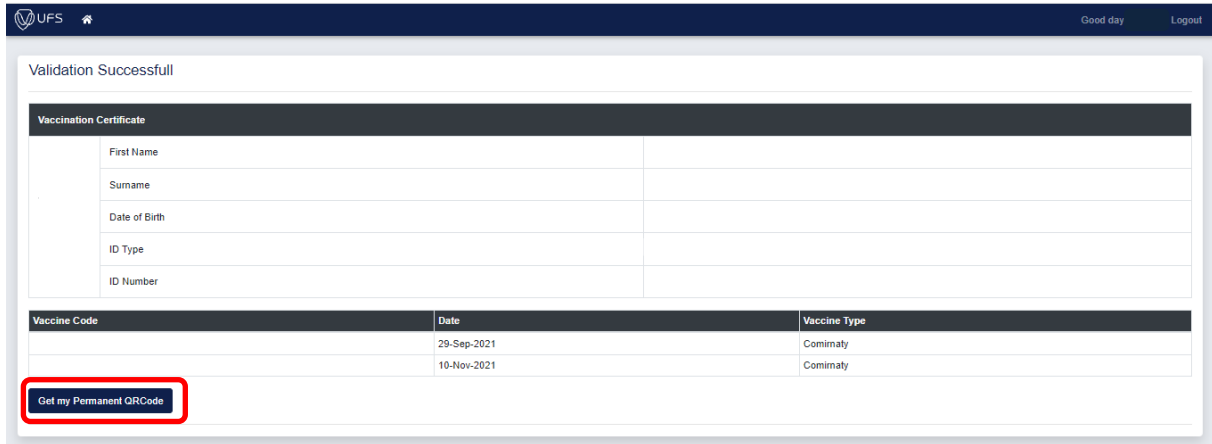


Your vaccination certificate will be automatically validated once uploaded. You will also automatically be redirected to create a permanent QR code for gate access. If, however, you have misplaced your permanent QR and would like to print or save it again, you can click on

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Get my Permanent QR Code on the main page.



Validation Successful

Vaccination Certificate

First Name	
Surname	
Date of Birth	
ID Type	
ID Number	

Vaccine Code	Date	Vaccine Type
	29-Sep-2021	Comimaty
	10-Nov-2021	Comimaty

[Get my Permanent QRCode](#)

This is an example of a permanent QR code; you can either save it on your phone or print it as a hard copy to present at the gate.



Covid-19 Screening Access Code

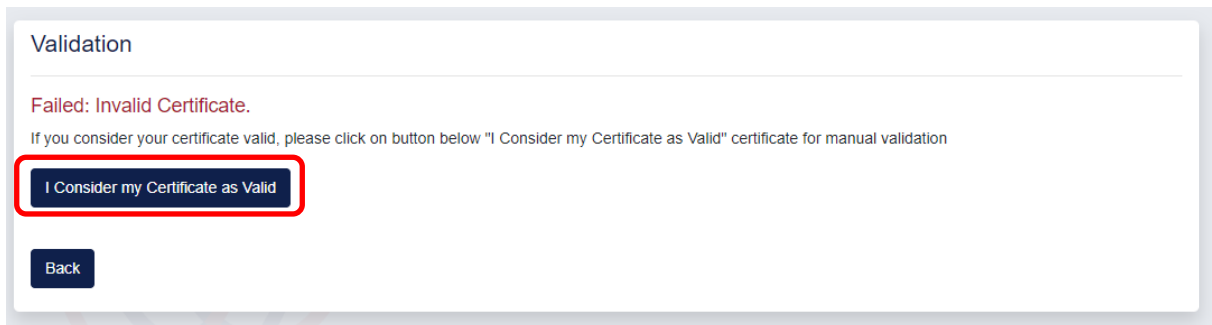


Expires : 2023-11-30 07:06:49 AM

Person Detail

Entry Type Number

If you receive the following message, please click on *"I Consider my Certificate as Valid."*



Validation

Failed: Invalid Certificate.

If you consider your certificate valid, please click on button below "I Consider my Certificate as Valid" certificate for manual validation

[I Consider my Certificate as Valid](#)

[Back](#)

"Browse" and then *"Upload"* your certificate

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Upload your Documents

Upload Vaccine Certificate for Manual Validation:

doc0909812021060809;

Your application has now been validated; If this is the case, a confirmation email will be sent to the email address you entered earlier once your application has been processed.

► 2. UPLOAD OF INTERNATIONAL VACCINATION CERTIFICATE

Click on *Upload International Vaccination Certificate*

University of the Free State Covid-19 Management Portal

Screening Questionnaire: Employee

No valid Permit was found

- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 0
- Exemptions Approved : 0
- Exemptions Referred to Committee : 0

Vaccination Certificates and Exemptions

A copy of your International Vaccination Certificate must be on your PC to upload – **please read the instructions carefully.**

Browse and select your International Vaccination Certificate and then click on *Upload*

UFS Good day Logout

Upload your Documents

Please Note:

- Your certificate will not be valid if you ID Number is not correctly loaded on PeopleSoft and differs from the ID Number on the Vaccination Certificate.
- Should validation fail on you ID Number please contact HR Business Partner or Student Academic Services to rectify your detail before uploading again
- Should validation fail for any other reason and you consider your certificate valid, please Apply for an Exemption and attach your certificate for manual validation

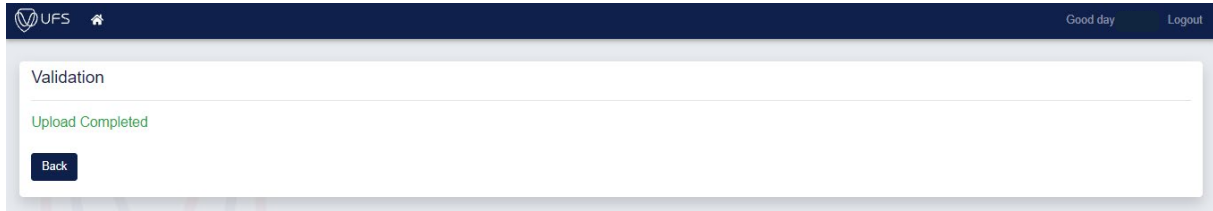
Upload Vaccination Certificate

e-vaccination-certificate-2021-11-29-v2.pdf

You have successfully uploaded your International Vaccination Certificate.

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Validation

Upload Completed

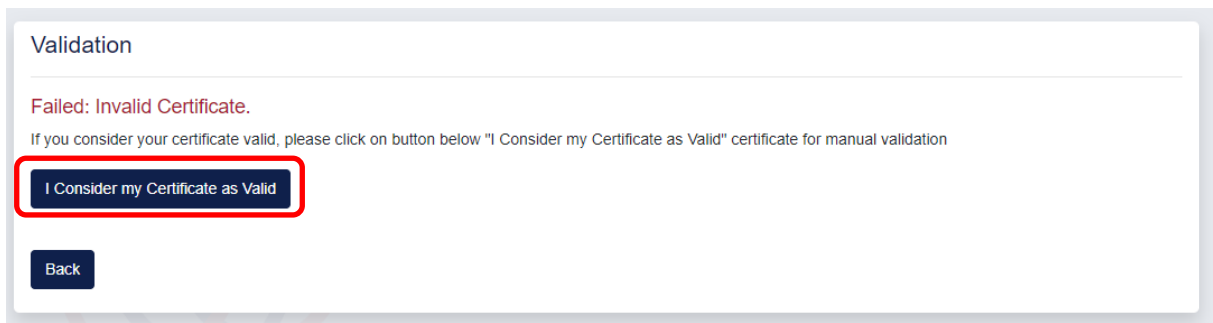
Back

▶ 3. TRACK MY APPLICATION

Remember, you can track your application status at any time to see if an application was approved or not. Click *Back* or navigate to the application screen, where all application statuses will be displayed.

Your status may indicate 'Exemption awaiting approval'. If this is the case, a confirmation email will be sent to the email address you entered earlier once your application has been processed.

If you receive the following message, please click on "*I Consider my Certificate as Valid.*"



Validation

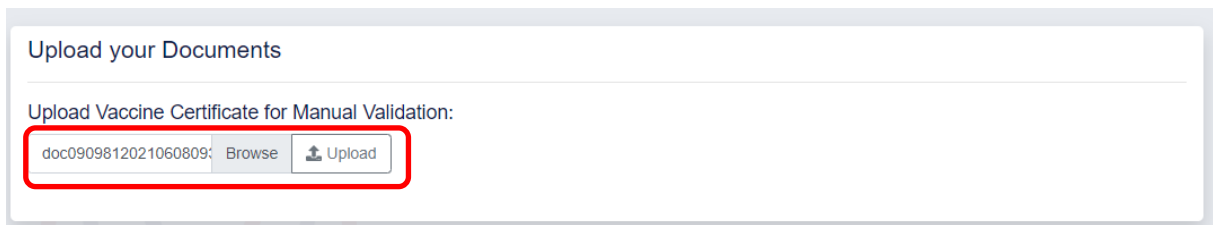
Failed: Invalid Certificate.

If you consider your certificate valid, please click on button below "I Consider my Certificate as Valid" certificate for manual validation

I Consider my Certificate as Valid

Back

Browse and select your International Vaccination Certificate and then click on *Upload*



Upload your Documents

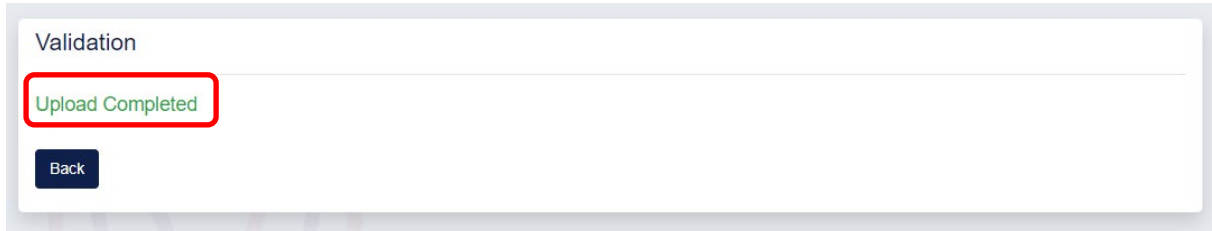
Upload Vaccine Certificate for Manual Validation:

doc0909812021060809: Browse Upload

Your application has now been validated; If this is the case, a confirmation email will be sent to the email address you entered earlier once your application has been processed.

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Validation

Upload Completed

Back

Remember, you can track your application status at any time to see if an application was approved or not. Click Back or navigate to the application screen, where all application statuses will be displayed.

Your status may indicate 'Exemption awaiting approval'. If this is the case, a confirmation email will be sent to the email address you entered earlier once your application has been processed.

No valid Permit was found

- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 1
- Exemptions Approved : 0
- Exemptions Referred to Committee : 0

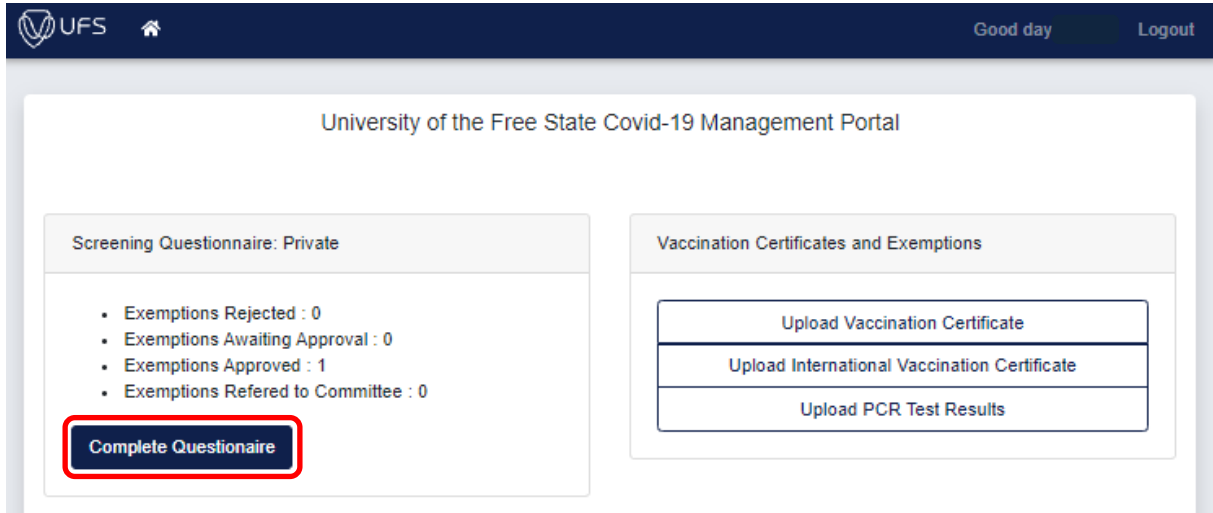
Complete Questionnaire

After approval, always remember to complete the standard 'Questionnaire on symptoms experienced'. Click on *Complete Questionnaire* and complete the questionnaire. Once completed, you will be flagged on the system as either having been granted a valid access permit or not.

Your QR code will simultaneously be sent to you via email, and a printable version will appear on your screen.

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University of the Free State Covid-19 Management Portal

Screening Questionnaire: Private

- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 0
- Exemptions Approved : 1
- Exemptions Referred to Committee : 0

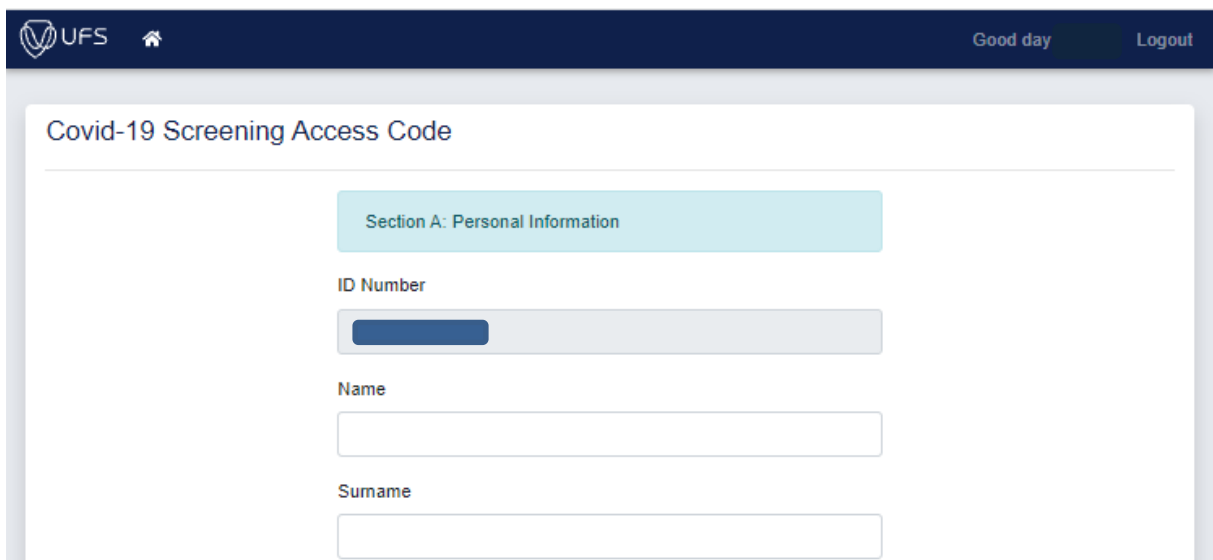
Complete Questionnaire

Vaccination Certificates and Exemptions

Upload Vaccination Certificate

Upload International Vaccination Certificate

Upload PCR Test Results



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Covid-19 Screening Access Code

Section A: Personal Information

ID Number

Name

Surname

After completing the Questionnaire, your QR Code will be sent via Email or a printable version on the screen.

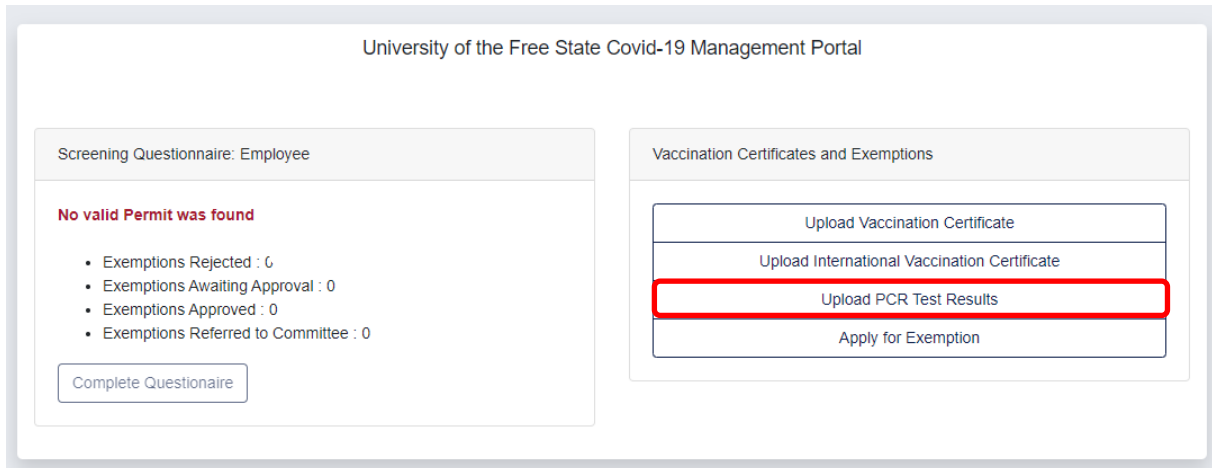


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► 4. UPLOAD PCR TEST RESULTS

If you are required to upload a PCR test, you can click on *Upload PCR Test Results* from the main application screen.



University of the Free State Covid-19 Management Portal

Screening Questionnaire: Employee

No valid Permit was found

- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 0
- Exemptions Approved : 0
- Exemptions Referred to Committee : 0

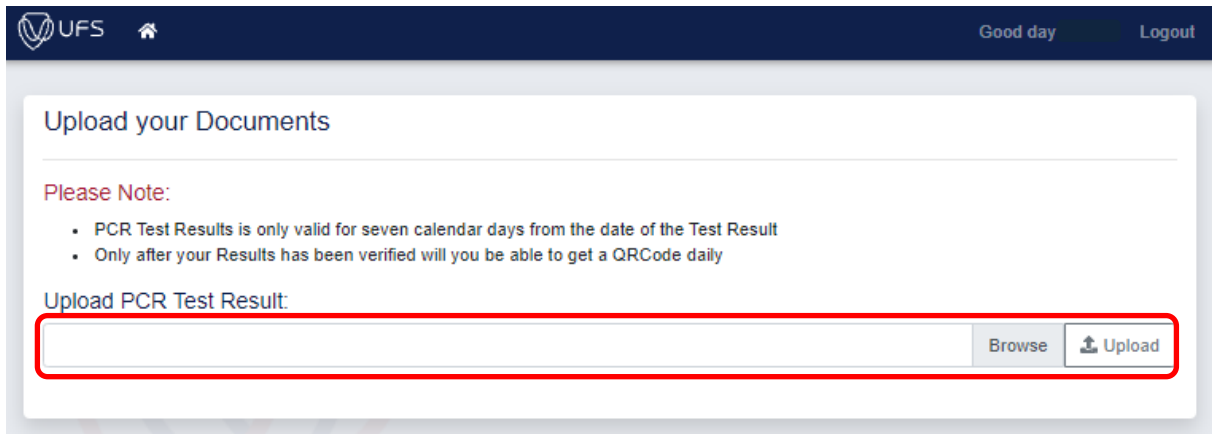
Complete Questionnaire

Vaccination Certificates and Exemptions

- Upload Vaccination Certificate
- Upload International Vaccination Certificate
- Upload PCR Test Results**
- Apply for Exemption

Upload a copy of your PCR test results from your electronic device by clicking on *Browse* and then selecting your PCR test results. Once selected, click on *Upload* – remember to read the instructions carefully.

Also, note that PCR test results are only valid for **ONE WEEK**.



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Upload your Documents

Please Note:

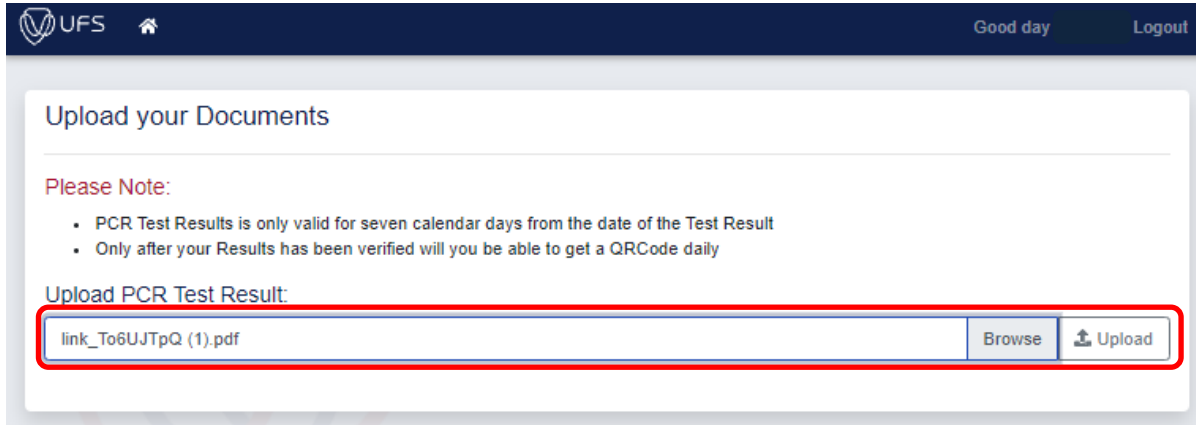
- PCR Test Results is only valid for seven calendar days from the date of the Test Result
- Only after your Results has been verified will you be able to get a QRCode daily

Upload PCR Test Result:

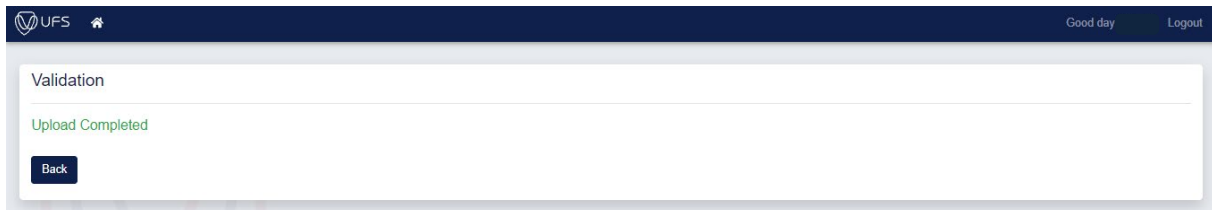
Browse Upload

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You have successfully uploaded your PCR Test results



Remember, you can track your application status at any time to see if an application was approved or not. Click Back or navigate to the application screen, where all application statuses will be displayed.

In this instance, your status will indicate 'Exemption awaiting approval'. Once your application has been processed, a confirmation email will be sent to your entered email address.

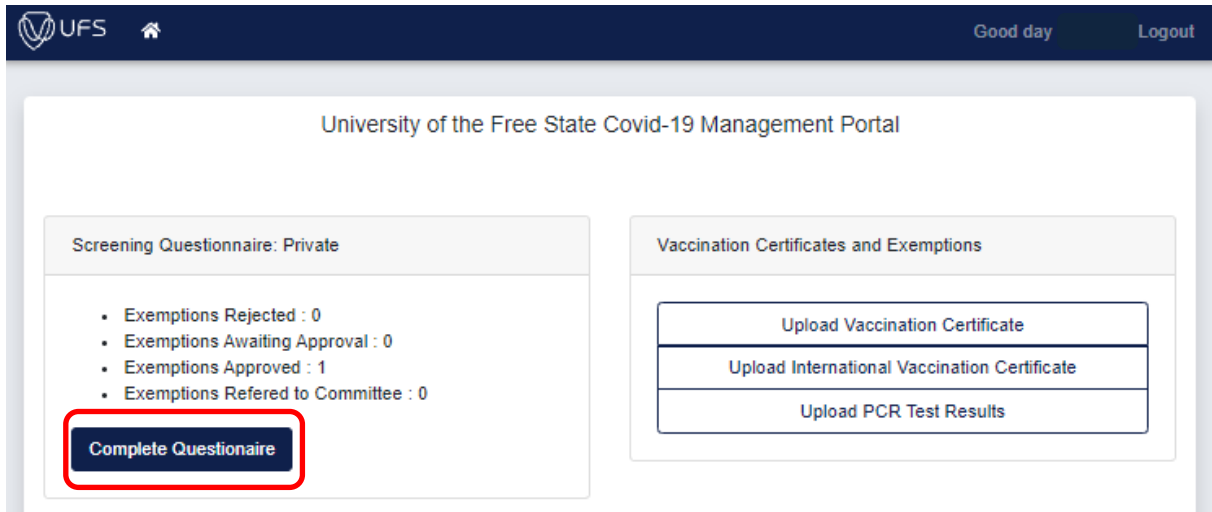
No valid Permit was found

- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 1
- Exemptions Approved : 0
- Exemptions Referred to Committee : 0

[Complete Questionnaire](#)

After approval, please fill in the questionnaire before being granted access to the UFS campus.

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University of the Free State Covid-19 Management Portal

Screening Questionnaire: Private

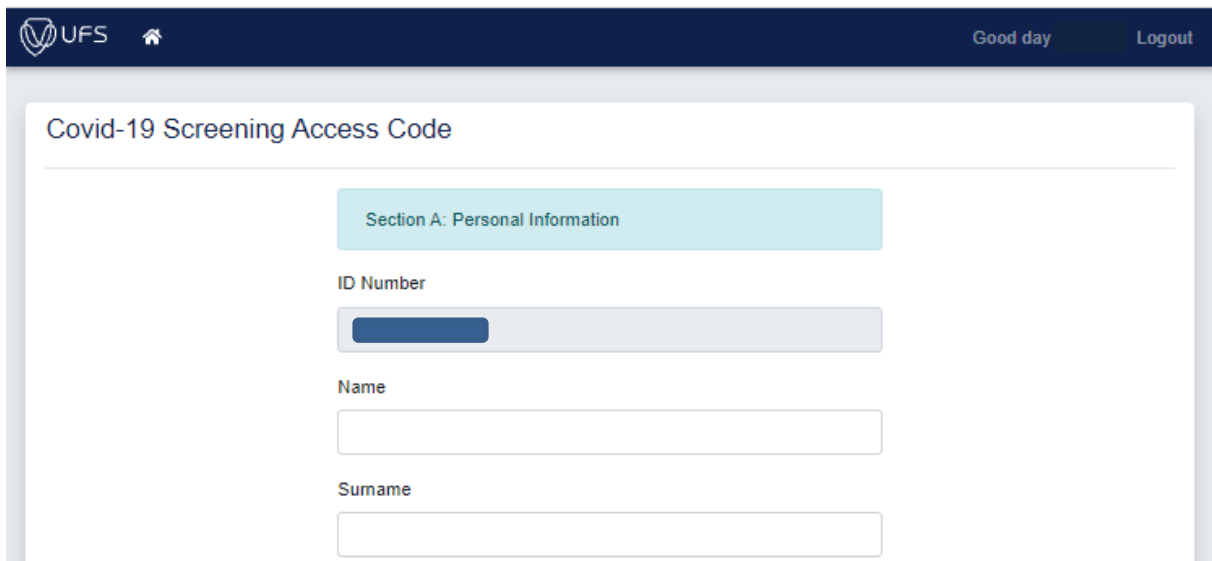
- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 0
- Exemptions Approved : 1
- Exemptions Referred to Committee : 0

Complete Questionnaire

Vaccination Certificates and Exemptions

- Upload Vaccination Certificate
- Upload International Vaccination Certificate
- Upload PCR Test Results

Click on *Complete Questionnaire* and complete the questionnaire.



Covid-19 Screening Access Code

Section A: Personal Information

ID Number

Name

Surname

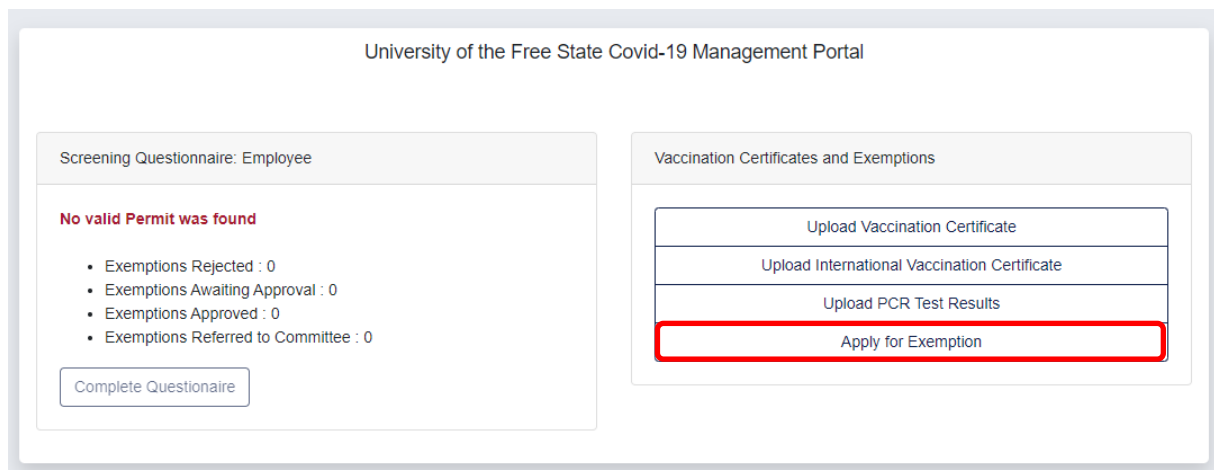
After completion of the Questionnaire, your QR Code will be sent via Email or a printable version on the screen

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► 5. APPLY FOR EXEMPTION

Click on Apply for Exemption



University of the Free State Covid-19 Management Portal

Screening Questionnaire: Employee

No valid Permit was found

- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 0
- Exemptions Approved : 0
- Exemptions Referred to Committee : 0

Complete Questionnaire

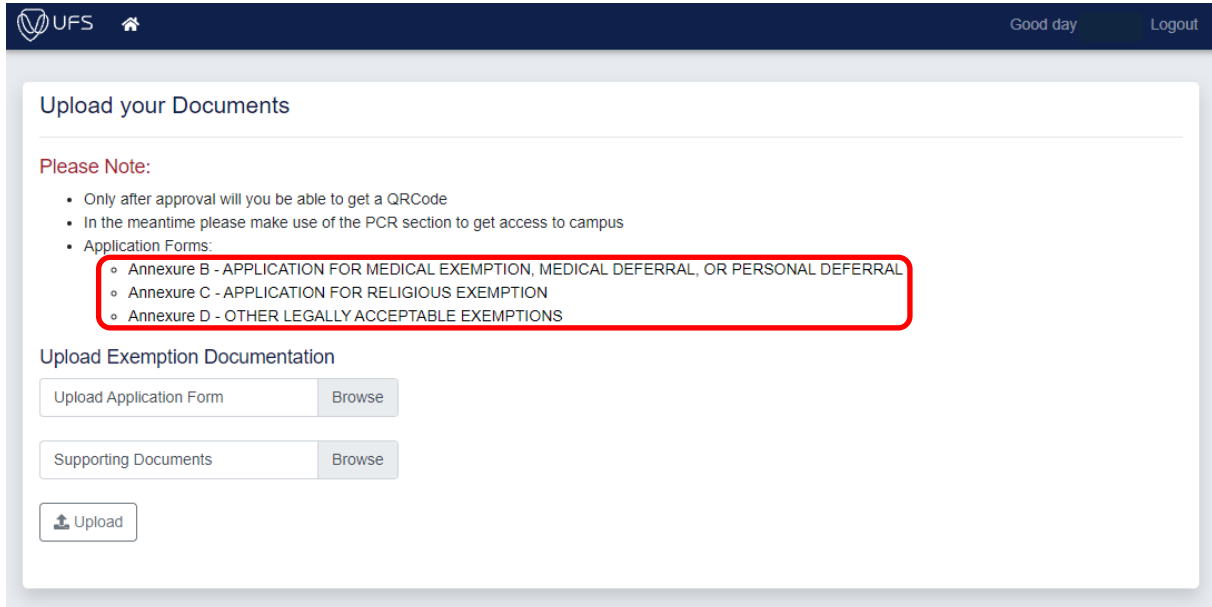
Vaccination Certificates and Exemptions

- Upload Vaccination Certificate
- Upload International Vaccination Certificate
- Upload PCR Test Results
- Apply for Exemption**

Click on one of the proposed application forms for Exemption that you wish to complete

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Upload your Documents

Please Note:

- Only after approval will you be able to get a QRCode
- In the meantime please make use of the PCR section to get access to campus
- Application Forms:
 - Annexure B - APPLICATION FOR MEDICAL EXEMPTION, MEDICAL DEFERRAL, OR PERSONAL DEFERRAL
 - Annexure C - APPLICATION FOR RELIGIOUS EXEMPTION
 - Annexure D - OTHER LEGALLY ACCEPTABLE EXEMPTIONS

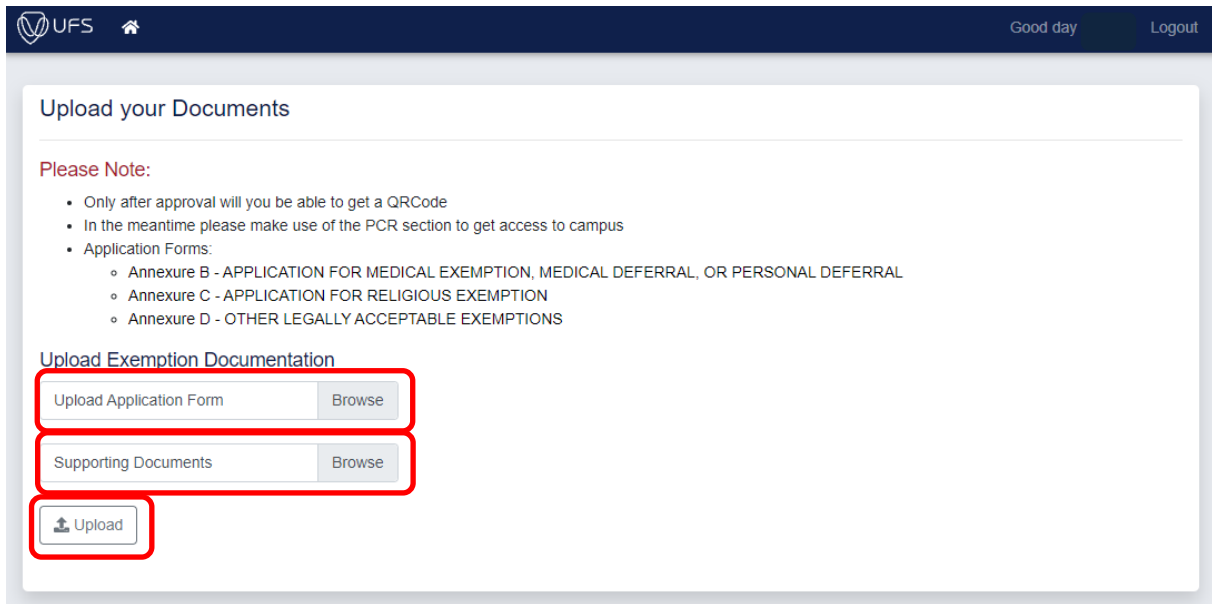
Upload Exemption Documentation

Upload Application Form

Supporting Documents

Once completed, save the forms on your electronic device, and upload your applications by clicking on the *Browse* button and selecting the forms you would like to upload. (*Application Form and Supporting Documentation* before clicking on *Upload*.)

Click on *Upload*.



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Upload your Documents

Please Note:

- Only after approval will you be able to get a QRCode
- In the meantime please make use of the PCR section to get access to campus
- Application Forms:
 - Annexure B - APPLICATION FOR MEDICAL EXEMPTION, MEDICAL DEFERRAL, OR PERSONAL DEFERRAL
 - Annexure C - APPLICATION FOR RELIGIOUS EXEMPTION
 - Annexure D - OTHER LEGALLY ACCEPTABLE EXEMPTIONS

Upload Exemption Documentation

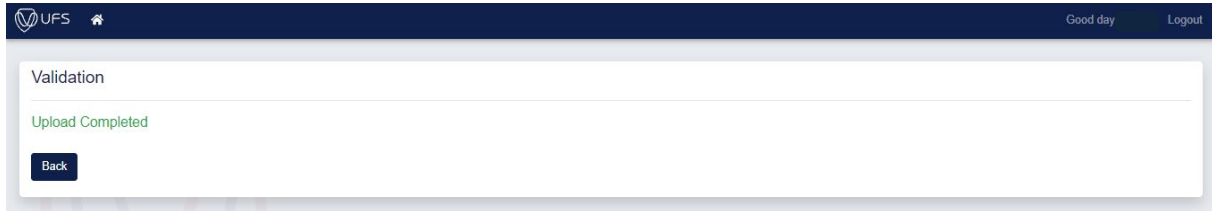
Upload Application Form

Supporting Documents

You have successfully uploaded your Exemption Application Form.

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Validation

Upload Completed

Back

Remember, you can track your application status at any time to see if an application was approved or not. Click Back or navigate to the application screen, where all application statuses will be displayed.

Your status may indicate 'Exemption awaiting approval'. If this is the case, a confirmation email will be sent to the email address you entered earlier once your application has been processed.

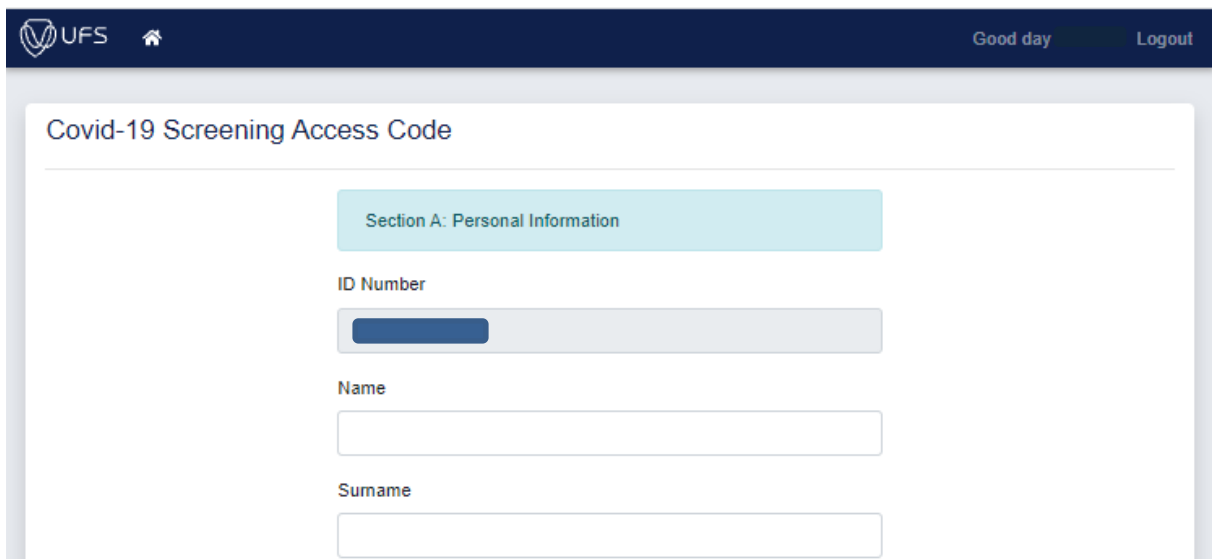
No valid Permit was found

- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 1
- Exemptions Approved : 0
- Exemptions Referred to Committee : 0

Complete Questionnaire

Your status indicates *Awaiting Approval* – an email will be sent to your registered email address.

After Approval, please fill in the Questionnaire before access is granted to enter the UFS Campus.



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Covid-19 Screening Access Code

Section A: Personal Information

ID Number

Name

Surname

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After completion of the Questionnaire, your QR Code will be sent via Email or a printable version on the screen

