

CUSD has implemented a new system to self-report COVID test results, close contact, and/or symptoms. To self-report you must be logged into MYCUSD. Please see directions below:

- Log on to MYCUSD @ <https://mycUSD.capousd.org/>
- Enter your username and password. The first part of your CAPO USD email is your username. You do **NOT** need the @capousd.org.
 - If you do not have this info, see next step
 - You may also reset your password under **PASSWORD RECOVERY SETUP link** on MYCUSD (right side of page) or visit: https://capousd-ca.schoolloop.com/pf4/cms2/view_page?d=x&group_id=1514016268920&vdid=i10b1qopu3mp
- Once logged in, click My Links on the top LEFT side of the page
- This will prompt you to login in again, this is the same user name and password you used on the step above
- Click COVID Reporting (middle of page)
- Then enter the information request and click submit your report

If the above steps do not work, please try the following:

- Please logon to the CUSD Human Resource Services website at: <https://cusdjobs-capousd-ca.schoolloop.com/>.
- On the right side of the page, about mid-way down, you will see a link that says COVID Screening Tool. Please click this link and it will prompt you to sign in.
- Enter your username and password.
- The first part of your CAPO USD email is your username. You do **NOT** need the @capousd.org
 - If you do not have this info, see next step
 - You may also reset your password under **PASSWORD RECOVERY SETUP link** on MYCUSD (right side of page) or visit: https://capousd-ca.schoolloop.com/pf4/cms2/view_page?d=x&group_id=1514016268920&vdid=i10b1qopu3mp
- This should take you directly to the SELF-REPORT system.
- Follow the prompts and proceed to enter your information and submit your report.