

Below are instructions on how to access your MyCUSD account in the event you do not know how to do so:

These instructions are for employees who are NOT using Mobile-Med.

If you are using saliva kits provided by Ambry genetics (which some sites use for students), you ARE be required to upload your weekly testing information. Instructions are below:

Log on to MYCUSD at <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 needed, you may reset your password under the 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=i10b1qo pu3mp](https://capousd-ca.schoolloop.com/pf4/cms2/view_page?d=x&group_id=1514016268920&vdid=i10b1qo pu3mp)
- Once logged in, click My Links on the top LEFT side of the page
- This will prompt you to login in again, using the **same** username and password you used on the step above

You only need to upload your testing proof if you do **NOT** use Mobile-Med (onsite CUSD provider). If you use Mobile-Med your testing information will be automatically uploaded for you into MyCUSD. There are no further steps you need to take.

#### **Instructions to upload proof of test:**

1. Click Vaccination Status and Test tracking (left side, under employee data)
2. Click COVID Test Tracking
3. Click Add a New Test Record
4. Please enter your test information to include; type of test, test date, location of test and test results if you have them. If you do not yet have your results, please log back in and submit the results once you have received them.
5. **You are required to upload proof of testing. This may include a picture of the test kit barcode, proof of test order via your provider or a copy of your lab results or**