State of Rhode Island Self-Assessment Portal
User Guide
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PUBLIC FACING SELF-SCREENING

1. Go to the following URL: selfscreening.ri.gov
2. You will be directed to the Home Page.

SELF-SCREENING ASSESSMENT

1. Review the introductory text, the Privacy Policy, and the Terms of Use. Once you have completed your review, select the checkbox to acknowledge acceptance. The “Let’s Start” button will be enabled once you check both checkboxes.

2. Select the “Let’s Start” button. You will be directed to the first page of the self-screening assessment.
1. If you are a state employee, select the “Employee” tab on the first page of the self-screening assessment. If you are a Vendor or Public user, select the “Vendor/Public” tab.

2. Enter the required fields: Employee ID, First Name, Last Name, Email Address, Phone Number, and Site Location. You can locate your Employee ID on your Paystub by logging into https://www.ri.gov/app/DOA/payroll/. It is located at the very top of your Paystub. In addition, the Site Location can be selected by searching the full or partial address of the facility and/or entering the facility name. The list of Site Locations can be narrowed down by selecting the corresponding Primary Agency in the above field, but this is not a required field.

3. Once the first page of the form is completed, select “Next”.

4. You will be directed to the second page of the self-screening assessment.

5. On the second page, answer the self-screening questions. Note: Your responses to these questions are not stored and cannot be seen by any administrator.
6. Once the assessment is completed, select “Next”.
7. If you selected “No” to all of the symptoms and questions, you will receive an approval screen to enter the building.
8. If you selected “Yes” to one or more of the symptoms but have a clearance letter from the Division of Human Resources' Disability Management Unit (DMU), you will receive an approval that is contingent upon presenting your DMU clearance letter to your floor or division captain. If you are a vendor or a member of the public, you will not have this option.
9. If you selected “Yes” to any of the symptoms and do not have the DMU clearance letter, or if you selected “Yes” to any of the screening questions, you will receive a denial screen.
10. Select “Email Results” to have your approval screen emailed to you, or your floor or division captain, or select “Close” to close the page. For a denial screen, select “Close” to close the page.

CREATE AN ACCOUNT

1. To create an account, select the “Create an Account” tab.

2. Select the Account Type and fill in the required fields.
3. You will receive an email to verify your account. Use the email to verify and then log in to your account.

LOG IN

1. To log in, select the “Log In” tab.

2. Enter your email address and password to log in, then select “Continue”.
3. You will be directed to the Dashboard page.
4. To review your Total, Approved, and Denied assessments, toggle through the Dashboard tabs.

NEW SELF-SCREENING ASSESSMENT

1. To complete a new self-screening assessment, select “New Self-Screening Assessment” from the Assessments Menu.

2. You will be directed to the first page of the self-screening assessment. Enter the site location and select “Next”.
3. You will be directed to the second page of the self-screening assessment.
4. On the second page, complete the answers to the self-screening questions.
5. Once the assessment is completed, select “Next”.

6. If you selected “No” to all of the symptoms and questions, you will receive an approval screen to enter the building.
7. If you selected “Yes” to one or more of the symptoms but have the DMU clearance letter, you will receive approval results to enter the building, pending the disclosure of your letter to your division or floor captain. If you are a vendor or a member of the public, you will not have this option.

8. If you selected “Yes” to any of the symptoms and do not have the DMU clearance letter, or if you selected “Yes” to any of the screening questions, you will receive a denial screen.
9. Select “Email Results” to have your approval screen emailed to you, or your floor or division captain, or select “Close” to close the page. For a denial screen, select “Close” to close the page.

**VIEW ACTIVE ASSESSMENTS**

1. To view your active assessments, select “Active Assessment” from the Assessments Menu.

2. If you have multiple assessments, select the assessment you would like to view.
3. The assessment results will be populated.
VIEW PAST ASSESSMENTS

1. To view your past assessments, select “Past Assessments” from the Assessments Menu.

2. To narrow down the assessments, use the search fields and then select “View Assessment”.

3. The assessment results will be populated.
1. To manage your account, select “Manage My Account” from the side navigation menu.

2. To reset your password, select “Reset Password”.

3. To edit your account information, select “Edit” then select “Save”.

Facilities Self-Screening Application – Updated 2021
1. To log out of the Facilities Self-Screening Application, select “Log Out” from the side navigation menu.

2. Confirm you would like to log out. You will be directed to the Home Page of the site.