How-To Extras for Using ZagCheck
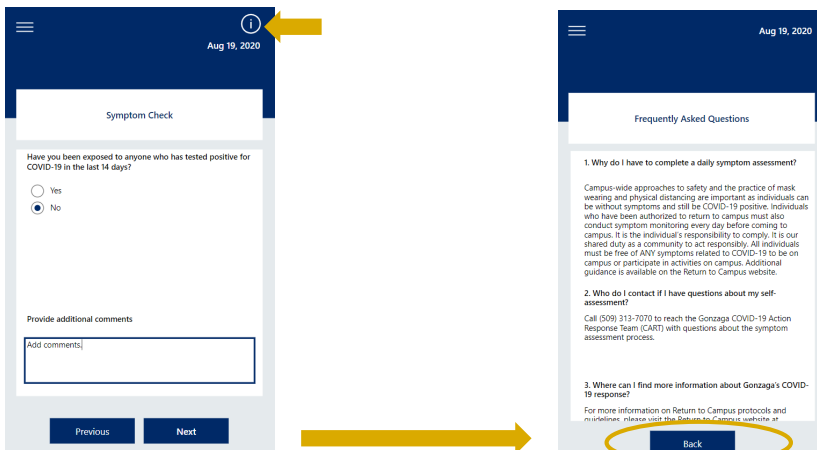
In this document, you will find step-by-step instructions for:

» **Reading FAQs in ZagCheck** (page 1)

» **Updating Your Personal and School Profile in ZagCheck** (page 1-2)

» **Enabling Cookies in Safari (Mac)** (page 2)

» **Enabling Cross-Site Tracking in Safari (Mac)** (page 2)

This document is a supplement to the "How to Use ZagCheck" job aid. For step-by-step instructions on how to use ZagCheck, please refer to that document
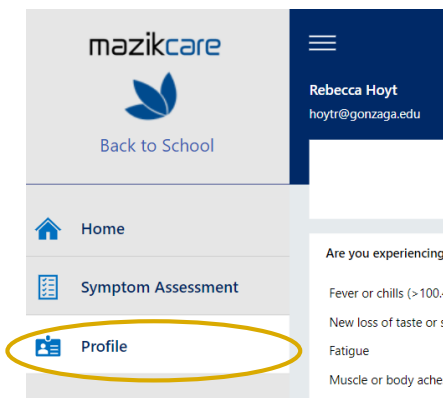
Reading FAQs

1. From any screen in the ZagCheck app, click on the information icon in the upper, right-hand corner (see image below step 3).

2. Scroll to see all FAQs / the full text of the FAQs.

3. Click "Back" to return to the previous screen.

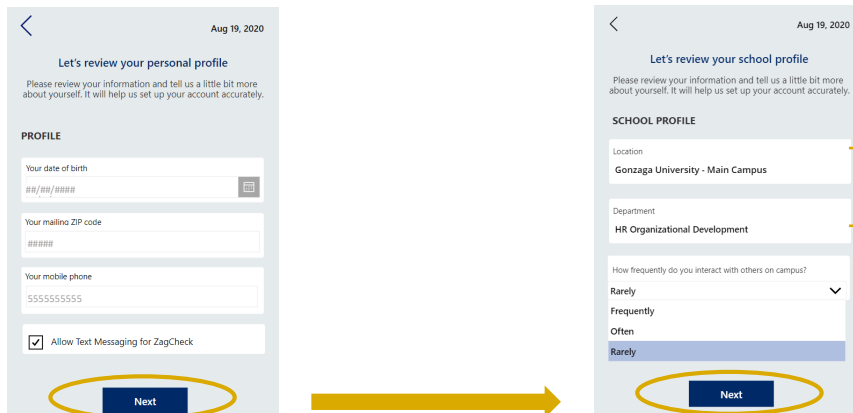## Updating your Personal & School Profile in ZagCheck

1. Click on the menu icon in the upper, left-hand corner on any screen and select "Profile".
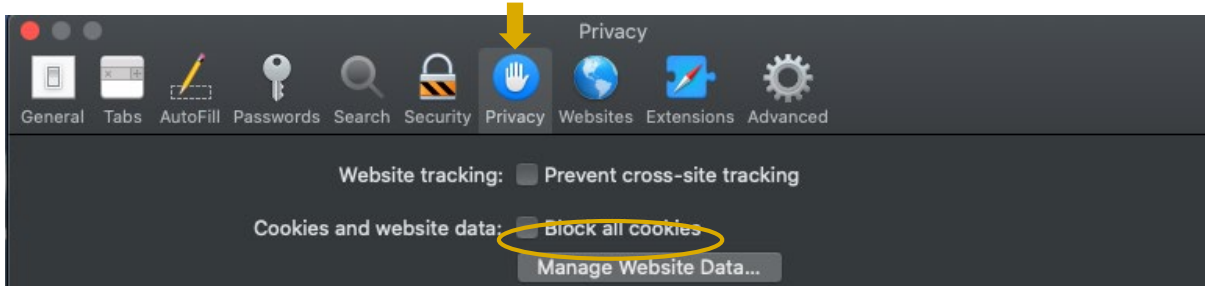
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2. Update your personal profile as needed and click "Next". Update your school profile as needed and click "Next". You can update your profile any time you need to.

This information cannot be changed. If it is incorrect, contact the IT Support Center (see footer for contact information).

Enabling Cookies in Safari (Mac)

1. Go to the "Safari" drop-down menu and click "Preferences".

2. Click "Privacy" in the top panel.

3. Under "Block Cookies" select "Never" or uncheck the box that says "Block all cookies".
   Note: For increased security, once you finish using ZagCheck, change the "Privacy" setting back to "Always" or check the "Block all cookies" box.

Enabling Cross-Site Tracking in Safari (Mac)

1. Go to the "Safari" drop-down menu and click "Preferences".

2. Click "Privacy" in the top panel.

3. Uncheck "Prevent cross-site tracking".
   Note: For increased security, once you finish using ZagCheck, change the "Privacy" setting back by checking the "Prevent cross-site tracking" box.

Self-Screening Process Support: Call the Gonzaga COVID-19 Action Response Team (CART) at 509-313-7070

Technology Assistance: Contact the IT Support Center by going to support.gonzaga.edu, emailing techsupport@gonzaga.edu or calling, 509-313-5550

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