

COVID-19 Schools Infection Survey

Guidance on how to register
your child or yourself



Complete the steps below, they work best on a computer or a tablet:

Parent/Carer

- 1 Read the attached information about the study and what it means for your child and your family.
- 2 **Click on:** [Link to Archbishop Temple School](#) open in Chrome browser and create an account.
As a parent, please select 'No' to the initial questions asking if you are a student or member of staff and then fill in the remaining fields, providing consent as required.
You will then receive your first email from us to validate your email address (**from cisschools@optimumcontact.com please ensure this doesn't go to a junk or spam folder**).
- 3 Please validate your email address by clicking on the link in the sign-up validation email.
- 4 Login to the system by entering your email address and password.
- 5 **Click on 'Child Registration Page'** and register your eligible child/children, providing consent as required.
Your school code is: 119814
- 6 After registering your child/children, **click 'Home'** and complete the enrolment survey for each child. (You will receive a second email confirming the registration is complete).

Student or Member of staff

- 1 Read the attached information about the study and what it means for you and your family.
- 2 **Click on:** [Link to Archbishop Temple School](#) open in Chrome browser and create an account.
You will then receive your first email from us to validate your email address (**from cisschools@optimumcontact.com please ensure this doesn't go to a junk or spam folder**).
- 3 Please validate your email address by clicking on the link in the sign-up validation email.
- 4 Login to the system by entering your email address and password.
- 5 Register yourself, providing consent as required.
Your school code is: 119814
- 6 **Click on 'Home'** and complete the enrolment survey. (You will receive a second email confirming the registration is complete).

If you have any questions, please contact the Schools Telephone helpline on **0800 917 9679**.



Top Tips

- Check your **Junk/Spam folder** for email registration invite.
- Voyager system will take 48 hours to upload registration – parents need to complete registration at least 72 hours prior to testing. Registration process is not complete until both the **‘Child Registration Page’** and **‘Enrolment Survey’** for each child is complete.
- Sign into **Chrome** for registration.
- **Parent/Carer must click NO** on the (Are you a 16-19 year old student? and Are you a member of Staff? boxes) 1st and 2nd questions on the **Sign up Page**.
- Cannot use your email address for more than 1 registration and once registered you are **unable to change** your email address.
- **Keep a note of the email address used and password** to prevent access issues when going back into the Portal to complete Questionnaires and view Test Results.
- **Parents can add** as many eligible children as they have on the registration if they are all at the **same school**. If they have children participating in the survey from another school, they will need to sign up with a different email address.
- Please ensure that all parents have the **correct URN** for their school which will be recorded at the end of their registration link.

Thank you for contributing to this important study

Your help will inform policies to manage risks of transmission in schools and identify ways to protect children and staff.