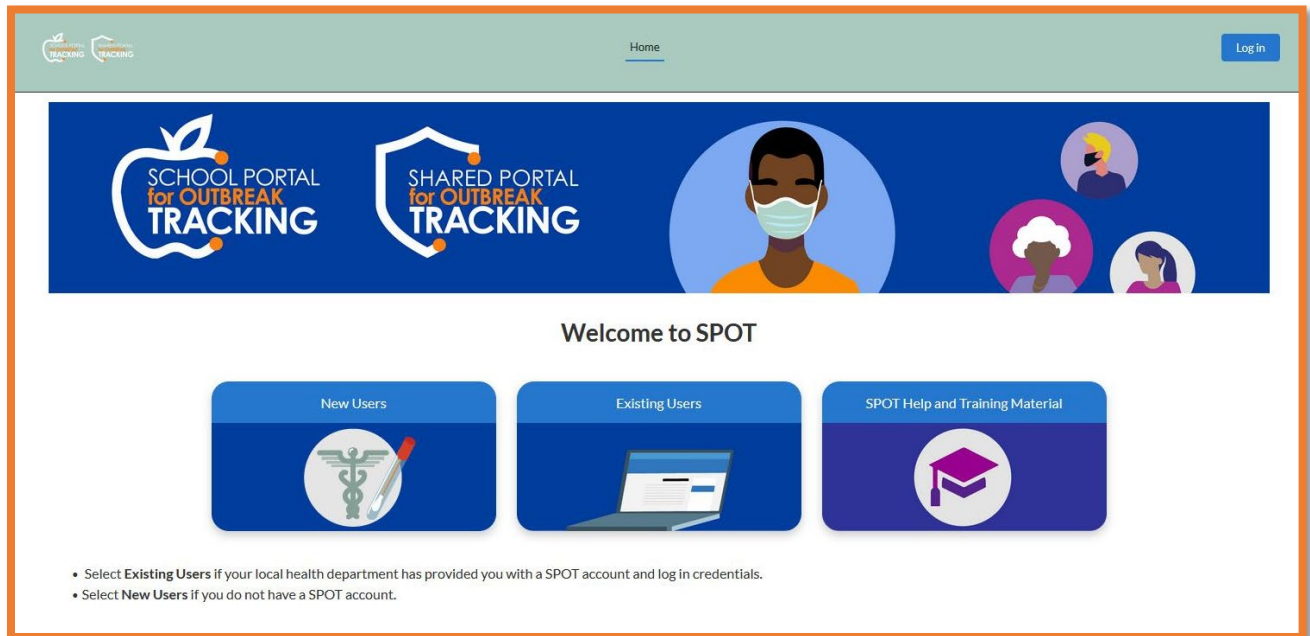


## Shared Portal for Outbreak Tracking / SPOT (Formerly “School”)

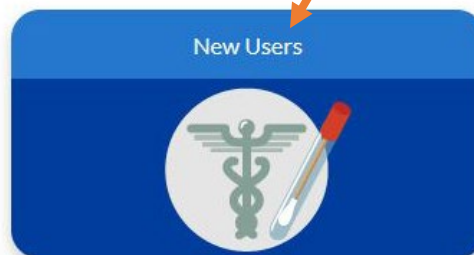
Please access the link below to open the SPOT webpage:

➤ [https://spot.cdph.ca.gov/s/?language=en\\_US](https://spot.cdph.ca.gov/s/?language=en_US)



### 1. SPOT Home Screen

- If you have never used SPOT before, click on **“New Users”** and skip to #2 in this document.



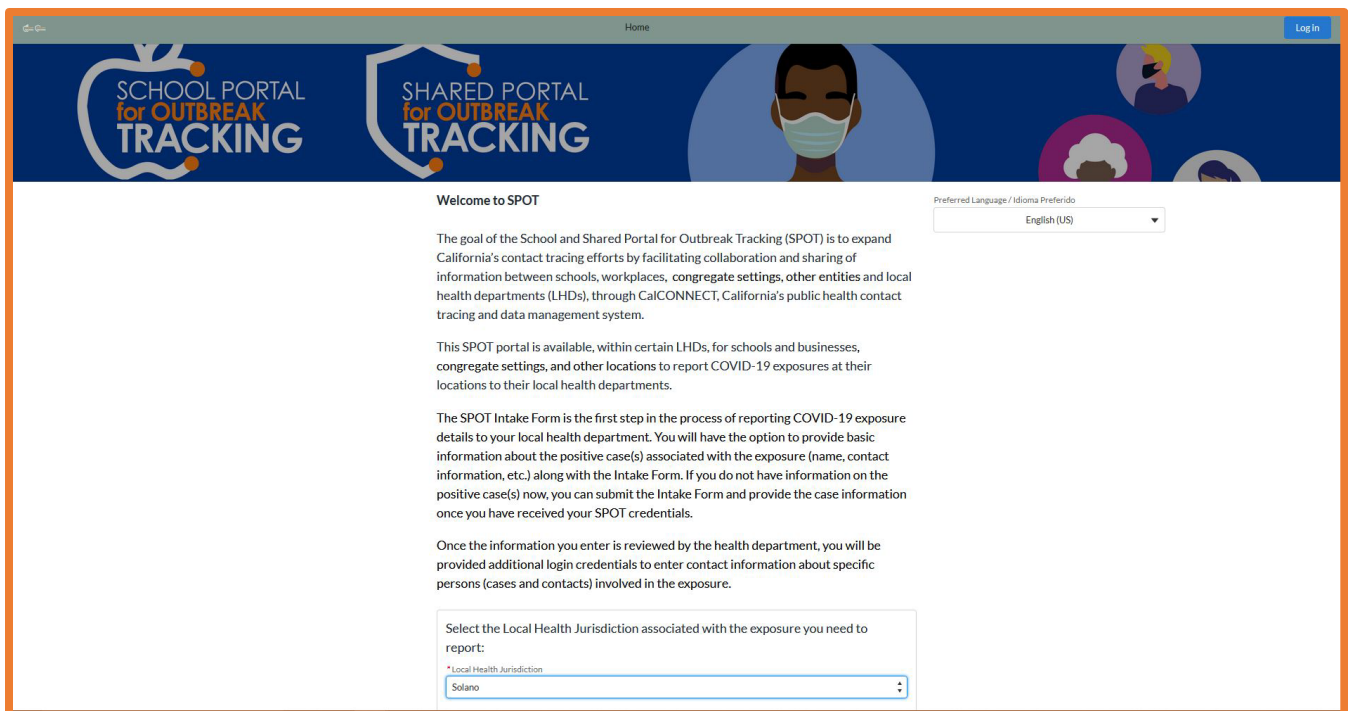
- If you used SPOT before, click on **“Existing Users”**.



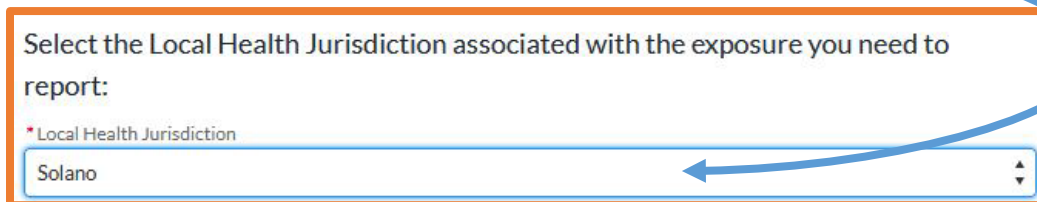
- c. If you would like further information (visual and text) about how to use SPOT, click on **“SPOT Help and Training Material”** and skip to **#3** in this document.



- 2. **New Users**: The screen after clicking “New Users” should resemble this picture below.



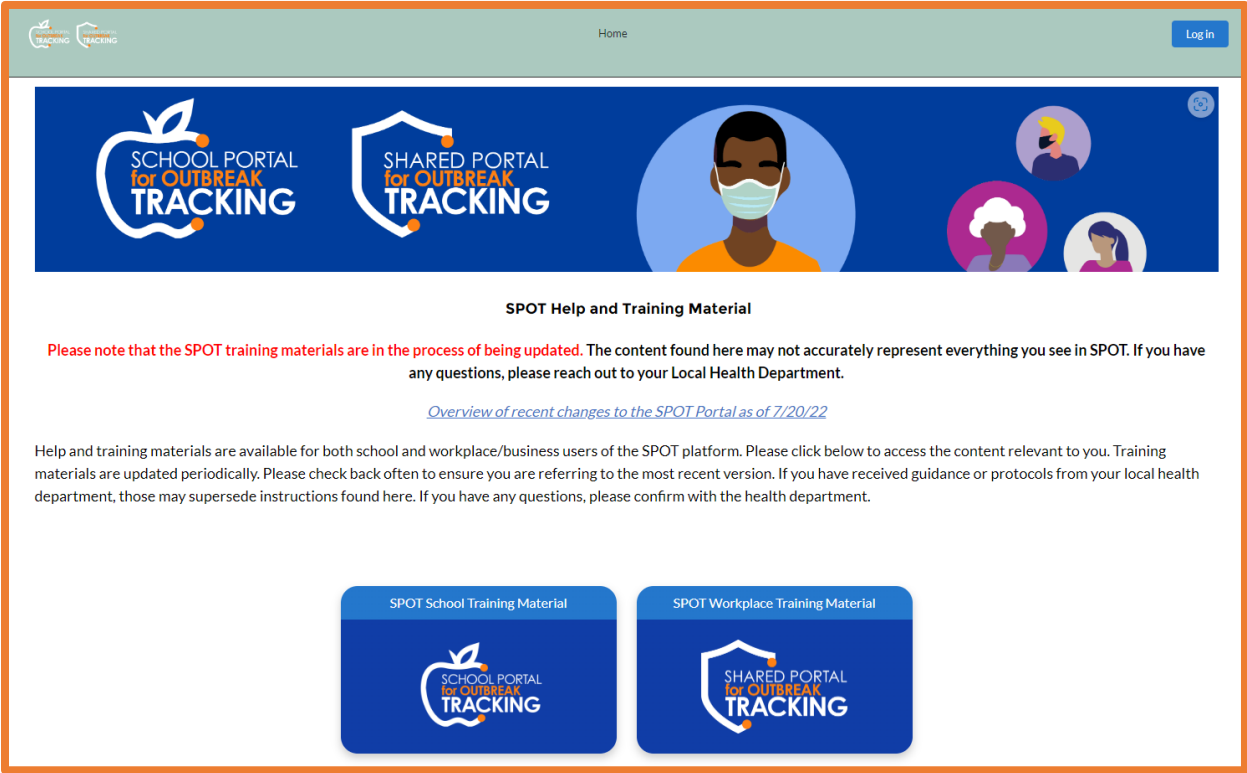
- a. **New Users**: To create an account, choose **“Solano”** as the Local Health Jurisdiction.



b. **New Users:** After you choose the Local Health Jurisdiction, you should see the below screen.

c. **New Users:** Please complete the sections with the **red asterick (\*)** to create your SPOT Liaison account as well as submit your COVID-19 outbreak report (Exposure event).

- d. **New Users:** After submission, please check your email’s inbox **OR** junk/spam folders for a confirmation email. The email will also contain a copy of the information that you input in the SPOT form.
  - i. After submission, you will be able to log into your newly created account. If you encounter any issues, please
- 3. **SPOT Help and Training Materials:** See the screen below after clicking “SPOT Help and Training Material” (pink square hat icon)



- a. **SPOT Help and Training Materials:** Click on the “SPOT Workplace Training Material”



- b. **SPOT Help and Training Materials**: This section contains PDFs about navigating one's SPOT account and required data fields, YouTube video demonstrations, and an FAQ section further down the page.
- Click on the blue "View" button to download PDF guides.
  - Click on the red "Arrow" button to watch 1–3-minute demonstrations about how to create an Intake Form and more.
  - Scroll down the web page to read the FAQ section.

Home Login

**SPOT Workplace Help and Training Material**

Please note that the SPOT training materials are in the process of being updated. The content found here may not accurately represent everything you see in SPOT. If you have any questions, please reach out to your Local Health Department.

[Overview of recent changes to the SPOT Portal as of 7/20/22](#)

Below you will find documents and video support for using the Shared Portal for Outbreak Tracking (SPOT). Please check back often to ensure you are referring to the most recent version. If you have received guidance or protocols from your local health department, those may supersede instructions found here. If you have any questions, please confirm with the health department.

SPOT was designed to be as intuitive and user friendly as possible! This page contains additional details on how to use SPOT, including an instructional video. If you still cannot find the information you need, you can reach out to your Local Health Department (LHD) point of contact.

Shared Portal User Guide

View


SPOT Data Collection Fields

View


SPOT Intake Form Collection Fields

View


SPOT Demo for Workplace Liaisons



SPOT Bulk Upload Demo for Liaisons



Reporting Cases with the SPOT Intake Form



4. If you have further concerns or questions about how to use SPOT, please contact [SolanoLTCF@solanocounty.com](mailto:SolanoLTCF@solanocounty.com)