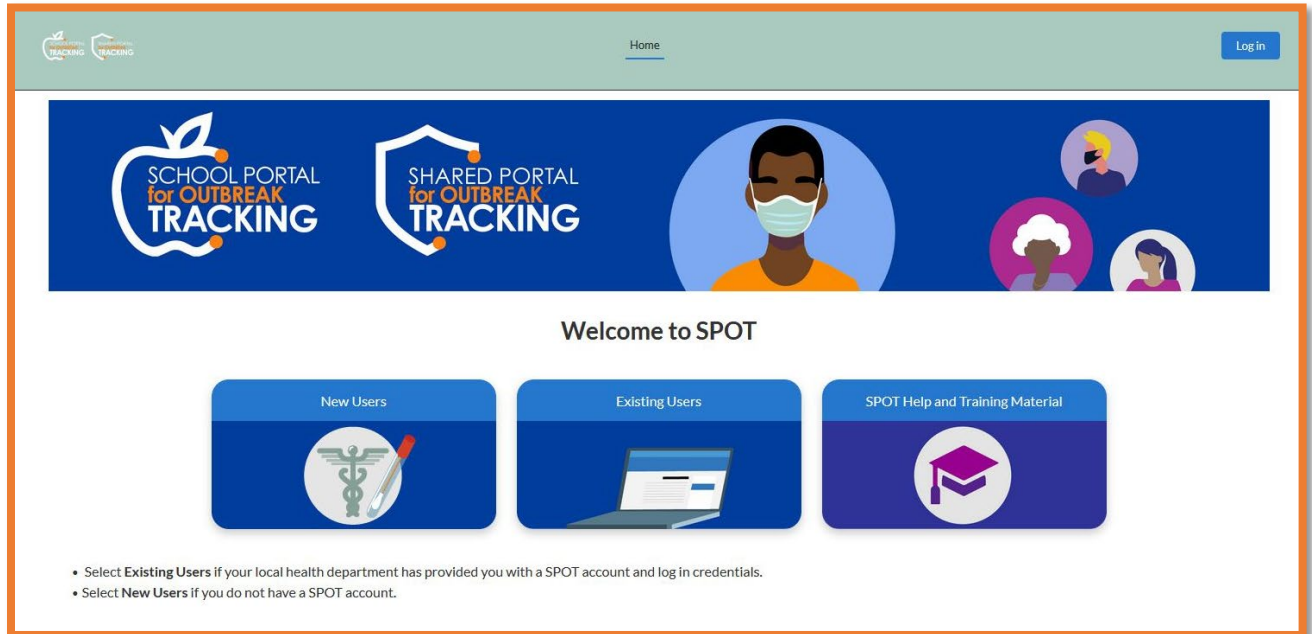


Shared Portal for Outbreak Tracking / SPOT (Formerly “School”)

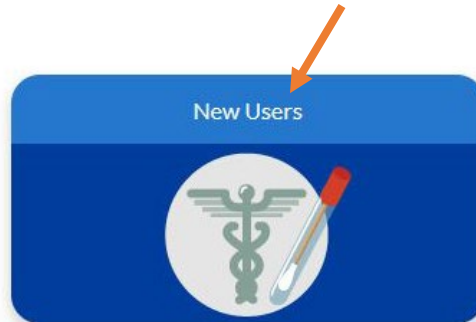
Please access the link below to open the SPOT webpage:

➤ https://spot.cdph.ca.gov/s/?language=en_US



1. SPOT Home Screen

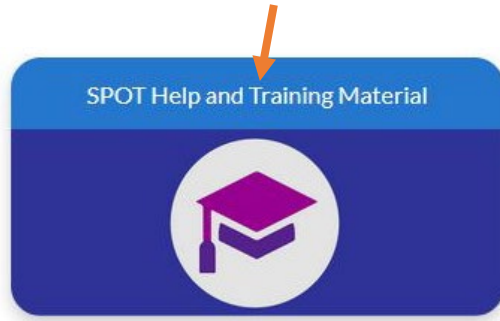
- a. If you have never used SPOT before, click on **“New Users”** and skip to #2 in this document.



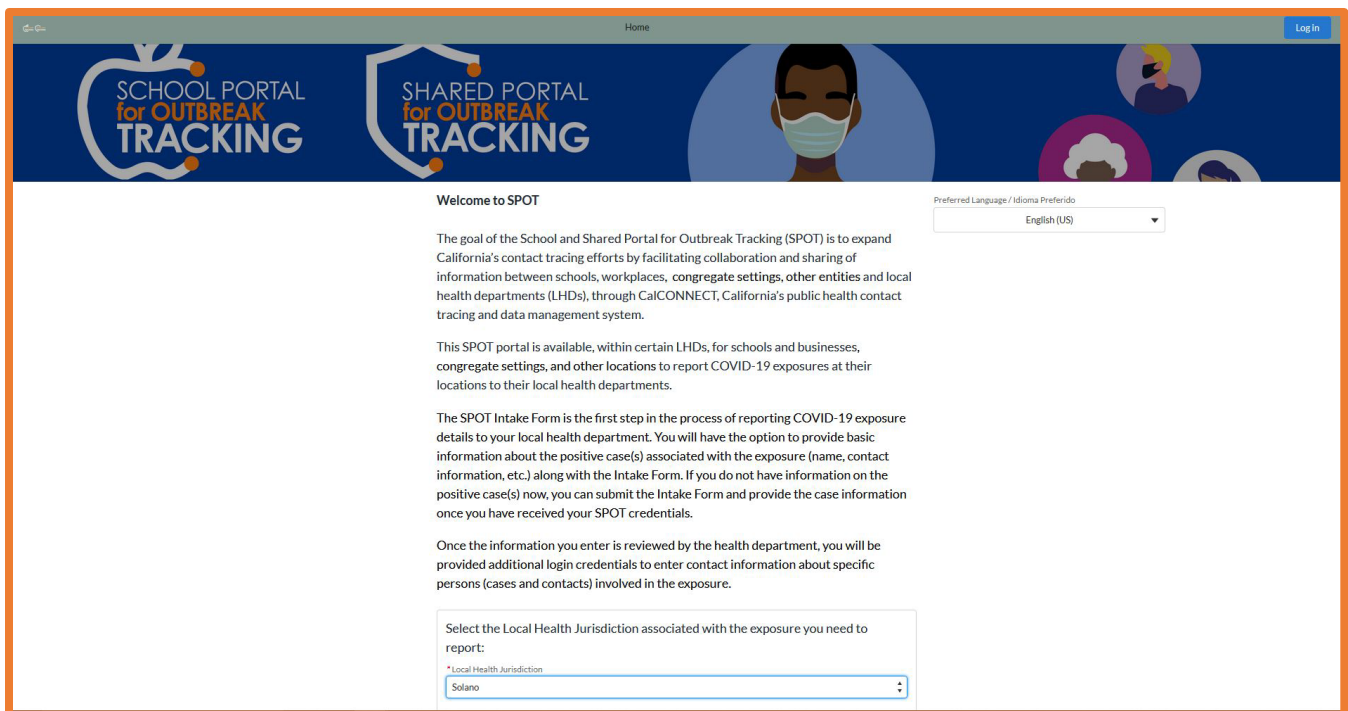
- b. If you used SPOT before, click on **“Existing Users”**.



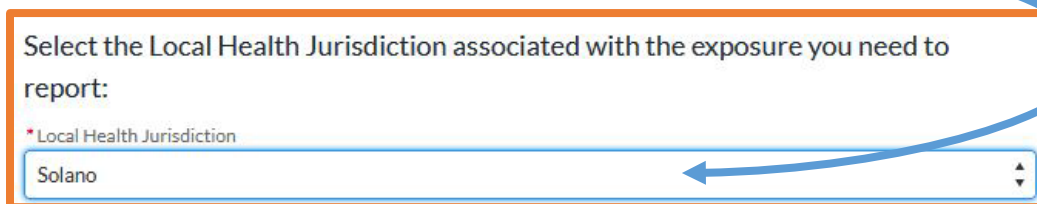
- c. If you would like further information (visual and text) about how to use SPOT, click on **“SPOT Help and Training Material”** and skip to **#3** in this document.



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



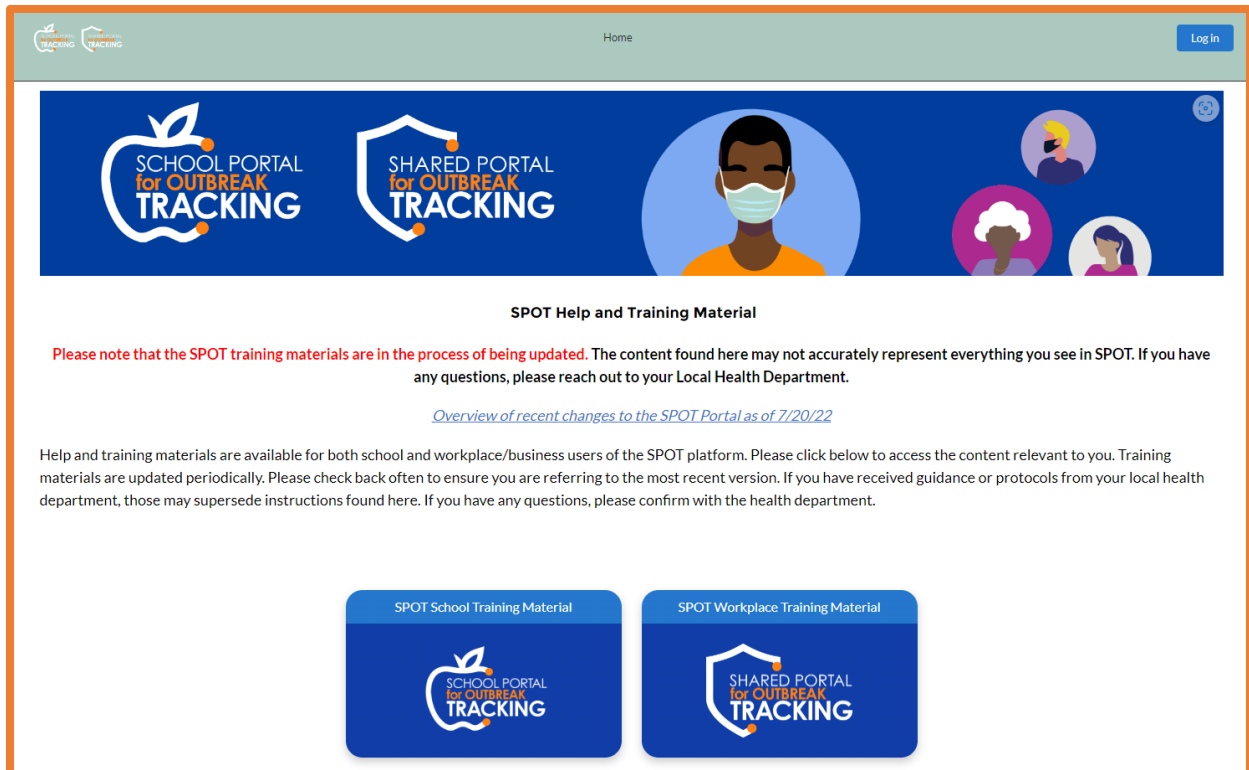
- a. **New Users**: To create an account, choose **“Solano”** as the Local Health Jurisdiction.



- 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).

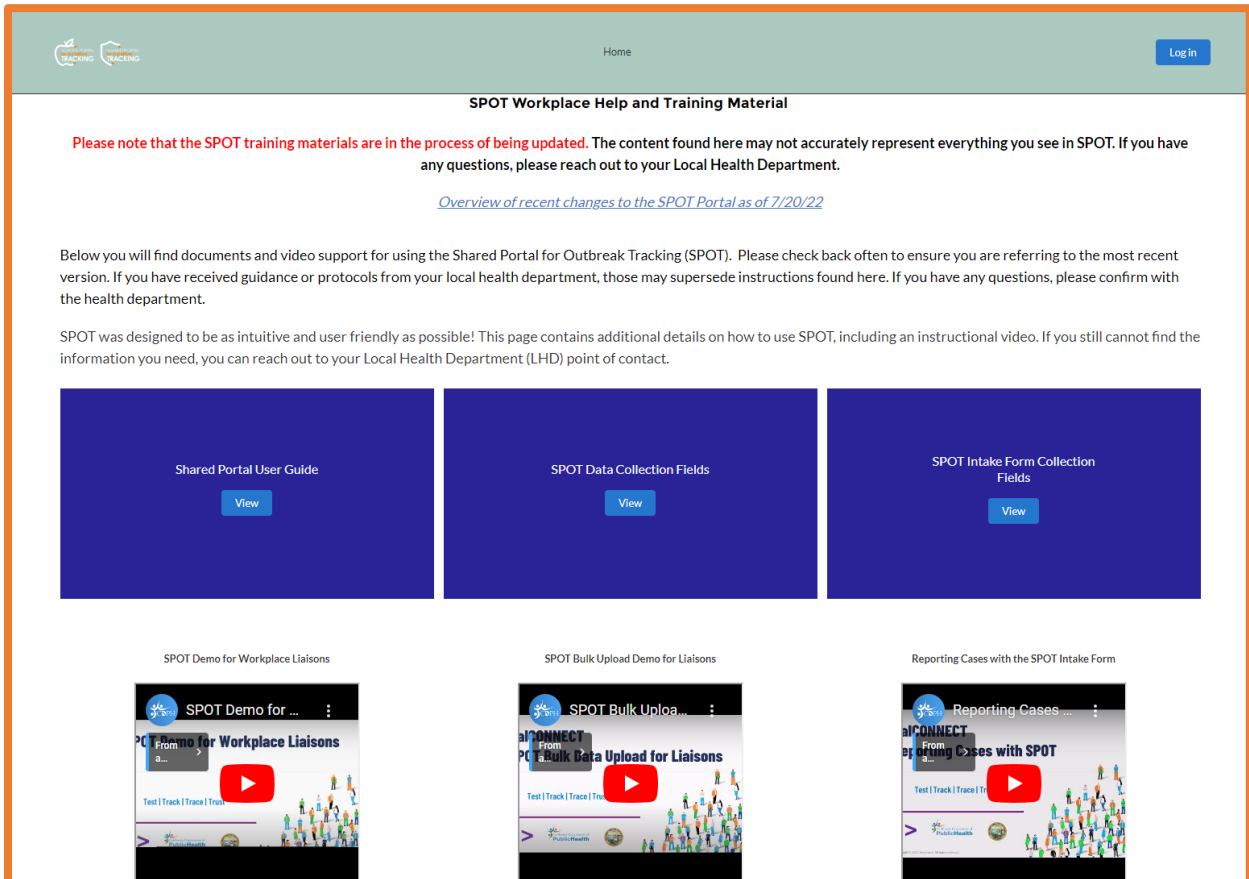
- d. **New Users**: After submission, please check your email’s inbox **OR** junk/spam folders for a confirmation email. The email will also contain a copy of the information that you input in the SPOT form.
 - i. After submission, you will be able to log into your newly created account. If you encounter 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.
 - i. Click on the blue “View” button to download PDF guides.
 - ii. Click on the red “Arrow” button to watch 1–3-minute demonstrations about how to create an Intake Form and more.
 - iii. Scroll down the web page to read the FAQ section.



- 4. If you have further concerns or questions about how to use SPOT, please contact WorkplaceTeam@solanocounty.com