



Overview

UCLA Health Sciences Volunteer Office is committed to protect the safety and health of all volunteers. To ensure that we continue to take steps to protect our patients and each other, we will be requiring all volunteers supporting with on-site and off-site events to enroll and complete our electronic symptom tracking tool referred to as the Qualtrics Survey.

How to Enroll (if you have not already)

1. Click on this link to begin enrollment:
https://uclahs.az1.qualtrics.com/jfe/form/SV_bJJs2HsqqgM5v6t?new_reg=1
2. Fill out your personal information as instructed:
 - a. First Name and Last Name as displayed on UCLA Health Volunteer badge
 - b. Email Address
 - c. Cell Phone Number
3. Choose whether you'd like to receive text messages or not.
NOTE: *If selected on, you will receive daily survey reminders. You may log in at any time and change your information (see 'Edit Profile Information' section step 2).*
4. Provide your UCLA 9-digit ID Number (also located on your UCLA Health Volunteer Badge).
NOTE: *Please email your volunteer program coordinator if you do not have your badge or a 9-digit UCLA ID Number.*
5. Supervisor's name will be Carey McCarthy (Director of Volunteer Services)
6. Select "Volunteer Services" for "Job Category", only select additional options IF you are also part of the other categories.
7. Click the arrow to proceed to the next page.
8. Select the location(s) in which you plan to resume in-person volunteering.
NOTE: Please only indicate locations approved by the Volunteer Office. You can update the location(s) once you are approved by the Volunteer Office.
9. You should see a confirmation page that indicates that your enrollment has been completed. A link should appear for you to start taking the survey called "Take your symptom survey now".

How To Complete the UCLA Health Symptom Tracker Survey

1. To complete your UCLA Health Symptom Monitoring Survey, you may click on the “Take your symptom survey” now link after enrollment (see step 9 in page 1) or click on the link below:
https://uclahs.az1.qualtrics.com/jfe/form/SV_bJJs2HsqggM5v6t
2. Your Employee ID is your 9-digit UCLA ID Number (found on your UCLA Health Volunteer Badge or your UCLA Student Bruincard).
3. Review summary of your enrollment details and ensure it is correct, you can update or make changes.
4. Click on “I Agree” and continue with answering the rest of the questions.
5. Once you reach the end, click on the “Click here to view your certificate” as this is your proof for completing the Symptom Tracker Survey.

How to Edit Profile Information

1. Click on the Survey link to start the symptom survey by logging using your 9-digit UCLA ID Number:
https://uclahs.az1.qualtrics.com/jfe/form/SV_bJJs2HsqggM5v6t
2. You should be able to see a summary of your enrollment details. Before scrolling down, you should be able to click on “Click here to update your information”
3. You can update your contact information, location, or text message options.