



Lodi Unified School District

COVID-19 Test Kit Ordering Workflow

Workflow Steps

This can be done from a computer or a phone.

1. Get the voucher code from your school.
2. Go to lodiusd.azova.com to redeem your voucher code and order your test. Select the option for “Ship Me a Test Kit.”
3. Create an AZOVA account and complete the registration for whomever is taking the test. If you are ordering on behalf of a dependent, create your account and add your dependent’s information on the screen that asks who is the dependent.
4. Once you are ready to take your test, register your kit ID at register.azova.com.
5. Make sure to follow all of the instructions that came in your COVID-19 test to provide the sample correctly. ***Do not EAT or DRINK in the 30 minutes prior to providing your sample.**
6. Ship your sample back to the lab using a UPS store. Do not drop it off at a drop box. **Please note, UPS is closed on Sundays. You must drop off your kit before the cutoff time for next day air. You can check your local UPS store cutoff times [here](#).*
7. Receive your results via the AZOVA application in 12-48 hours from the time the lab receives your test kit!

Redeem your voucher code - lodiused.azova.com

Click Here to begin the process to redeem your voucher code to get your At-Home COVID-19 test shipped to you.

LODI UNIFIED SCHOOL DISTRICT COVID TESTING PROGRAM

As a service to our students and faculty, we have provided access to self-administered COVID testing for students and employees. Click the appropriate button below to register for your online lab order before you take your test.

FDA AUTHORIZED

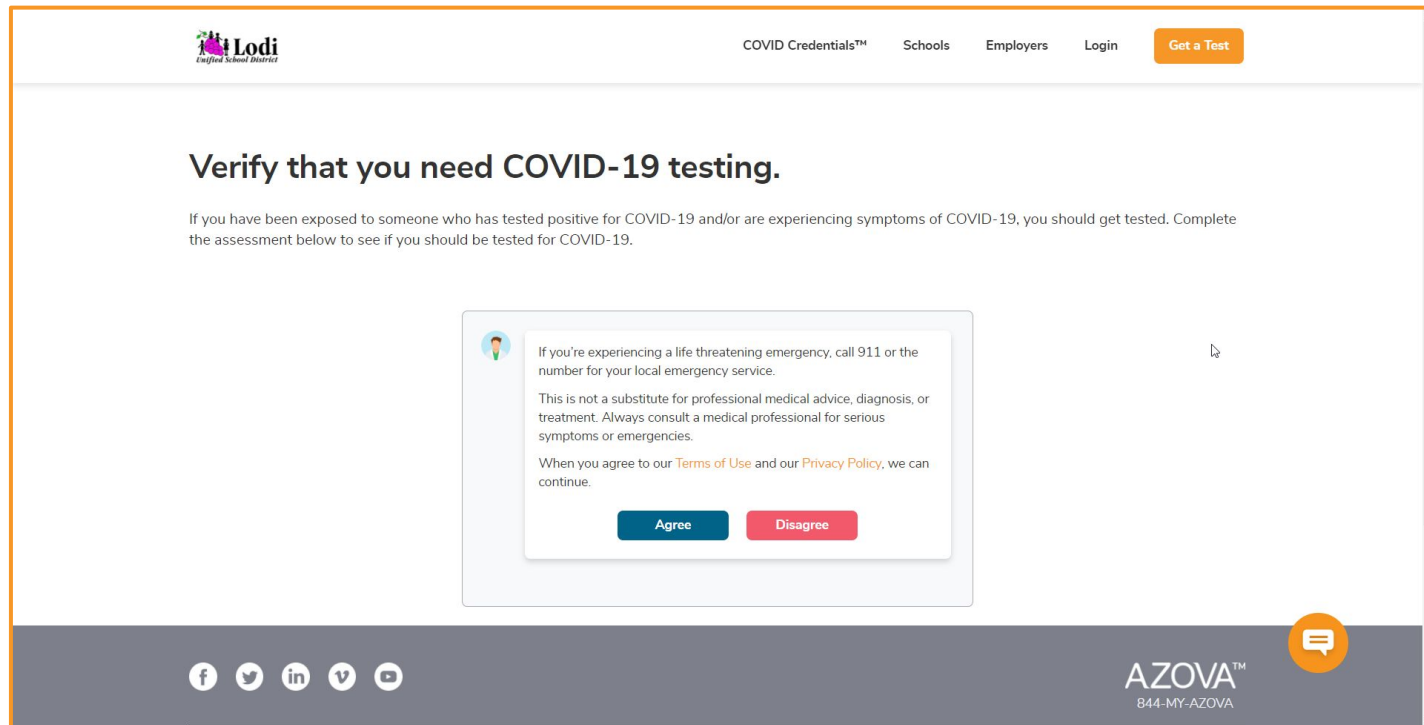
[Ship me a test kit](#) [I already have a test kit](#)

A voucher code is required to get a test shipped to you.

Accurate and Easy Testing

Our FDA authorized test has received an Emergency Use Authorization for at home and in office or in pharmacy self-administration. No more painful nasal swabs. The at home COVID-19 Saliva test only needs a spit sample and is highly accurate, with a sensitivity of 98% (meaning 98% of positive tests are correct).

COVID-19 Pre-screening questionnaire



The screenshot shows a web interface for a COVID-19 pre-screening questionnaire. At the top, there is a navigation bar with the Lodi Unified School District logo on the left, and links for "COVID Credentials™", "Schools", "Employers", "Login", and a "Get a Test" button on the right. The main heading is "Verify that you need COVID-19 testing." Below this, a paragraph explains that users should get tested if they have been exposed to someone who has tested positive for COVID-19 or are experiencing symptoms. A central modal box contains a disclaimer: "If you're experiencing a life threatening emergency, call 911 or the number for your local emergency service. This is not a substitute for professional medical advice, diagnosis, or treatment. Always consult a medical professional for serious symptoms or emergencies. When you agree to our Terms of Use and our Privacy Policy, we can continue." At the bottom of the modal are "Agree" and "Disagree" buttons. The footer includes social media icons for Facebook, Twitter, LinkedIn, YouTube, and Instagram, the AZOVA logo with the tagline "We Make Healthcare Simple", and a phone number "844-MY-AZOVA". A chat bubble icon is also present in the bottom right corner.

Verify that you need COVID-19 testing.

If you have been exposed to someone who has tested positive for COVID-19 and/or are experiencing symptoms of COVID-19, you should get tested. Complete the assessment below to see if you should be tested for COVID-19.

If you're experiencing a life threatening emergency, call 911 or the number for your local emergency service.

This is not a substitute for professional medical advice, diagnosis, or treatment. Always consult a medical professional for serious symptoms or emergencies.

When you agree to our [Terms of Use](#) and our [Privacy Policy](#), we can continue.

[Agree](#) [Disagree](#)

AZOVA™
844-MY-AZOVA

You will go through a series of questions to verify that you need to be tested for COVID. You will need to say yes to one of the questions that applies to you in order for it to enable you to order the test.



Do you have any of the following life-threatening symptoms:

- Extremely difficult breathing (gasping for air or cannot talk without catching your breath)
- Blue-colored lips or face
- Severe and constant dizziness or lightheadedness
- Acting confused (new or worsening)
- Unconscious or very difficult to wake up
- Slurred speech (new or worsening)
- New seizure or seizures that won't stop

Yes

No



Have you been exposed to someone who has COVID-19? Exposed means you were within 6 feet of the person for over ten minutes.

Yes

No

No





Do you have any of the following symptoms:

- Fever (above 100.4°F)
- Dry Cough
- Shortness of breath or difficulty breathing
- Chills or repeated shakes with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell

Yes

No




Do you require testing for school, travel, your job, or do you believe that you need to be tested for some other reason?

Yes

No

No







Have you traveled internationally, attended large public gatherings or been in close proximity with many people?

Yes

No

No




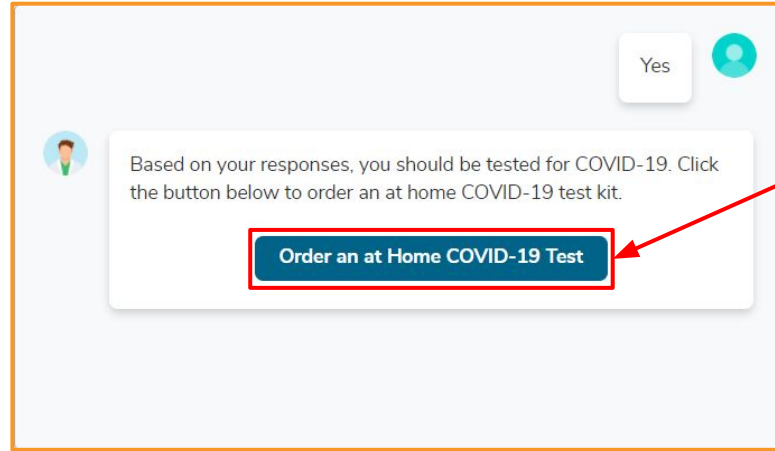


Do you live, work or volunteer in a care facility such as a nursing or group home?

Yes

No

No



Click the button to order the test.

If you answer yes to any of the questions, you will be immediately brought here telling you to order an at home test.

If you answered “No” to all of the questions, simple click to “Retake the Assessment”.

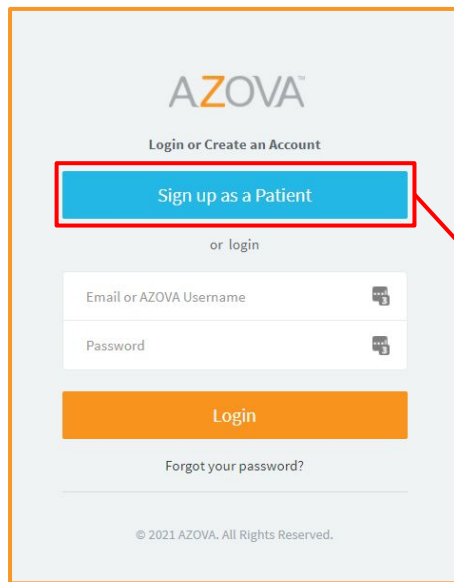
Create/Login to your AZOVA account

If you already have an AZOVA account, you can simply log in with your existing username and password.

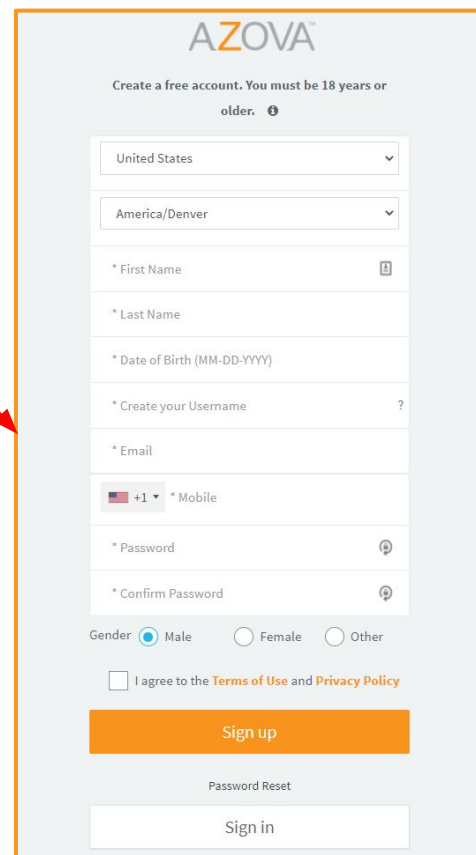
If this is your first time using AZOVA, please select the blue button to “Sign up as a patient”.

You will then be asked some basic personal information. **Please note, if the person taking the test is a dependent, please create the account for the parent or guardian and you will add your dependent’s information later.*

You will also be asked to agree to AZOVA’s “Terms of Use” and “Privacy Policy”.



The screenshot shows the AZOVA login and registration page. At the top is the AZOVA logo and the text "Login or Create an Account". Below this is a blue button labeled "Sign up as a Patient", which is highlighted with a red rectangle. Underneath the button is the text "or login". Below that are two input fields: "Email or AZOVA Username" and "Password", each with a small icon to its right. At the bottom of the form is an orange "Login" button. Below the login button is a link that says "Forgot your password?". At the very bottom, there is a small copyright notice: "© 2021 AZOVA. All Rights Reserved."



The screenshot shows the AZOVA registration form. At the top is the AZOVA logo and the text "Create a free account. You must be 18 years or older." Below this is a dropdown menu for "United States". Below that is another dropdown menu for "America/Denver". Below these are several input fields: "* First Name", "* Last Name", "* Date of Birth (MM-DD-YYYY)", "* Create your Username", "* Email", and "* Mobile" (with a "+1" icon). Below these are two more input fields: "* Password" and "* Confirm Password". Below these are three radio buttons for "Gender": "Male" (selected), "Female", and "Other". Below the gender options is a checkbox labeled "I agree to the Terms of Use and Privacy Policy". At the bottom of the form is an orange "Sign up" button. Below the "Sign up" button is a link for "Password Reset". At the very bottom is a white "Sign in" button.

Registration Process for Lab order and ordering your Test

The screenshot shows a web registration form for a COVID At Home Saliva PCR Test. At the top, a navigation bar includes 'Account' (highlighted in blue), 'Patient', 'Shipping', 'Code', and 'Intake'. The user is logged in as Sarah Walker, with a profile picture and a 'Logout' link. The form title is 'COVID At Home Saliva PCR Test Registration (With Video Observation)'. Below this, a message states: 'Keep your information as the account holder when registering on behalf of a dependent.' The form fields are organized into two columns. The left column contains: 'First Name*' (Sarah), 'Date of Birth*' (01-01-1985), 'Country*' (United States), 'Address 1*' (Address 1), and 'City*'. The right column contains: 'Middle Name' (Middle Name), 'Last Name*' (Walker), 'Gender' (radio buttons for Male, Female, Other; Female is selected), 'AZOVA username*' (swalkertest), 'Mobile*' (+1 0008752132), 'Address 2' (Address 2), 'State*' (Select State), and 'Zip Code*'. At the bottom, there are two checkboxes: one for verifying that no dependent information was added (unchecked) and one for consenting to receive SMS notifications (checked). A 'Next' button is located at the bottom center. The footer includes '© 2021 AZOVA' and a 'Top' link.

Account Patient Shipping Code Intake

COVID At Home Saliva PCR Test Registration (With Video Observation)

Account Holder Information - You are logged in as [Sarah Walker](#). [Logout](#).

Keep your information as the account holder when registering on behalf of a dependent.

First Name* Sarah Middle Name Middle Name Last Name* Walker Gender ☐ Male ☒ Female ☐ Other

Date of Birth* 01-01-1985 AZOVA username* swalkertest Mobile* +1 0008752132

Country* United States

Address 1* Address 1 Address 2 Address 2

City* City State* Select State Zip Code* Zip Code

☐ *Verify that you have not added your dependent's information as the account holder. If you did, click on the avatar on the top right and update the profile and settings with your information and resume.

☒ I consent to receive SMS notifications on my cell phone for appointment reminders, incoming video calls and secure messages.

Next

© 2021 AZOVA Top

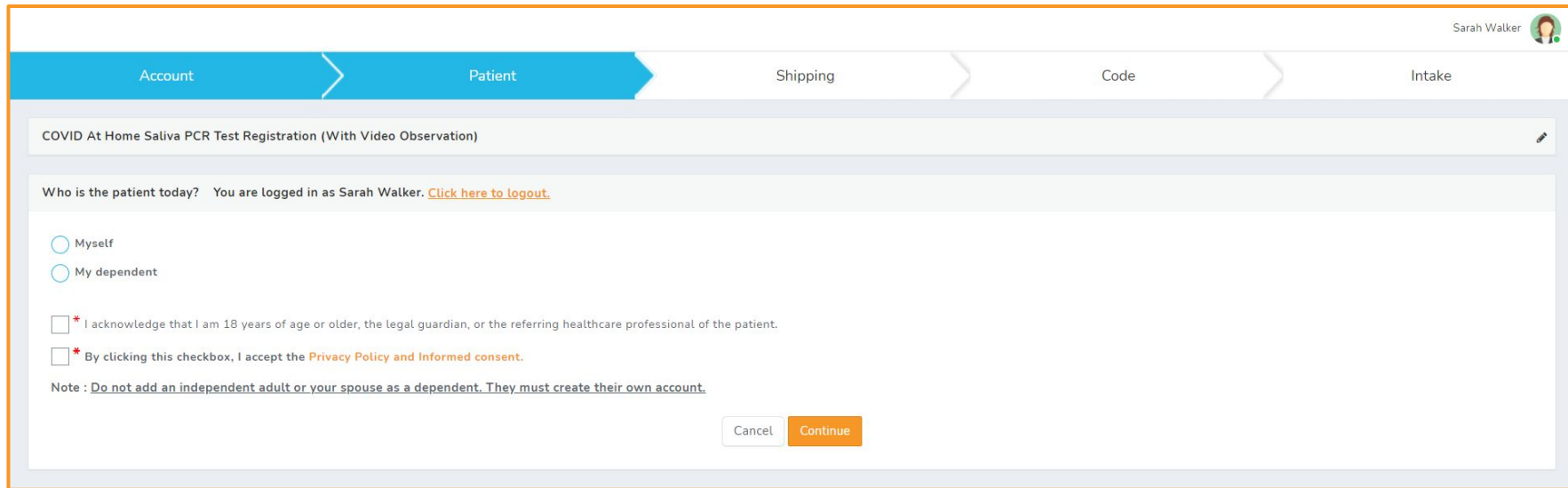
The information you filled out on the previous page will display here. You will also be asked to provide your address. You will input your shipping address on a later screen.

Please verify that you have not added a dependent here.


Patient Information

Here you will select who the patient is that is taking the test. If the test is for yourself, select “Myself” and then acknowledge you are able to register and agree to the Privacy Policy and Informed Consent.


**If the test is for your dependent who is under 18, select “My Dependent” and add their details (First/Last name, DOB, Gender).*



The screenshot shows a web application interface for "COVID At Home Saliva PCR Test Registration (With Video Observation)". At the top right, the user is logged in as "Sarah Walker" with a profile icon. A progress bar at the top has five steps: "Account", "Patient", "Shipping", "Code", and "Intake". The "Patient" step is currently active and highlighted in blue. Below the progress bar, the title "COVID At Home Saliva PCR Test Registration (With Video Observation)" is displayed. The main content area asks "Who is the patient today?" and shows the user is logged in as Sarah Walker with a "Click here to logout." link. There are two radio button options: "Myself" and "My dependent". Below these are two checkboxes with asterisks. The first checkbox is for acknowledging being 18 years of age or older, the legal guardian, or the referring healthcare professional. The second checkbox is for accepting the "Privacy Policy and Informed consent". A note at the bottom states: "Note : Do not add an independent adult or your spouse as a dependent. They must create their own account.". At the bottom right of the form are "Cancel" and "Continue" buttons.

Sarah Walker 

Account Patient Shipping Code Intake

COVID At Home Saliva PCR Test Registration (With Video Observation) 

Who is the patient today? You are logged in as Sarah Walker. [Click here to logout.](#)

☐ Myself

☐ My dependent

☐ * I acknowledge that I am 18 years of age or older, the legal guardian, or the referring healthcare professional of the patient.

☐ * By clicking this checkbox, I accept the [Privacy Policy and Informed consent.](#)

Note : Do not add an independent adult or your spouse as a dependent. They must create their own account.

Cancel Continue

Shipping

Here you will enter in your shipping address. We ship using UPS Overnight Air with Saturday delivery. UPS does **not** support shipping to P.O. boxes so do not enter a P.O. Box. The system will verify that you have entered a valid address.

The screenshot shows a web form titled "COVID At Home Saliva PCR Test Registration (With Video Observation)". At the top right, the user "Sarah Walker" is logged in. A progress bar at the top indicates the steps: Account, Patient, Shipping (current step), Code, and Intake. The "Shipping address" section includes a checkbox for "Same as Account Holder". Below this are input fields for "Address:" (with a search icon and "Address 1" text), "Address 2", "City:", and "Zip Code:". A "Note" states: "PO Boxes are NOT supported, please ship to a physical address." To the right of the "City:" field is a "Select State" dropdown menu. At the bottom, a message says: "Note : If you cannot press 'Continue', please verify that all required fields have been completed." Below this message are "Cancel" and "Continue" buttons.

Sarah Walker

Account Patient Shipping Code Intake

COVID At Home Saliva PCR Test Registration (With Video Observation)

Shipping address

☐ Same as Account Holder

Address:

Address 2

City:

Zip Code:

Note : PO Boxes are NOT supported, please ship to a physical address.

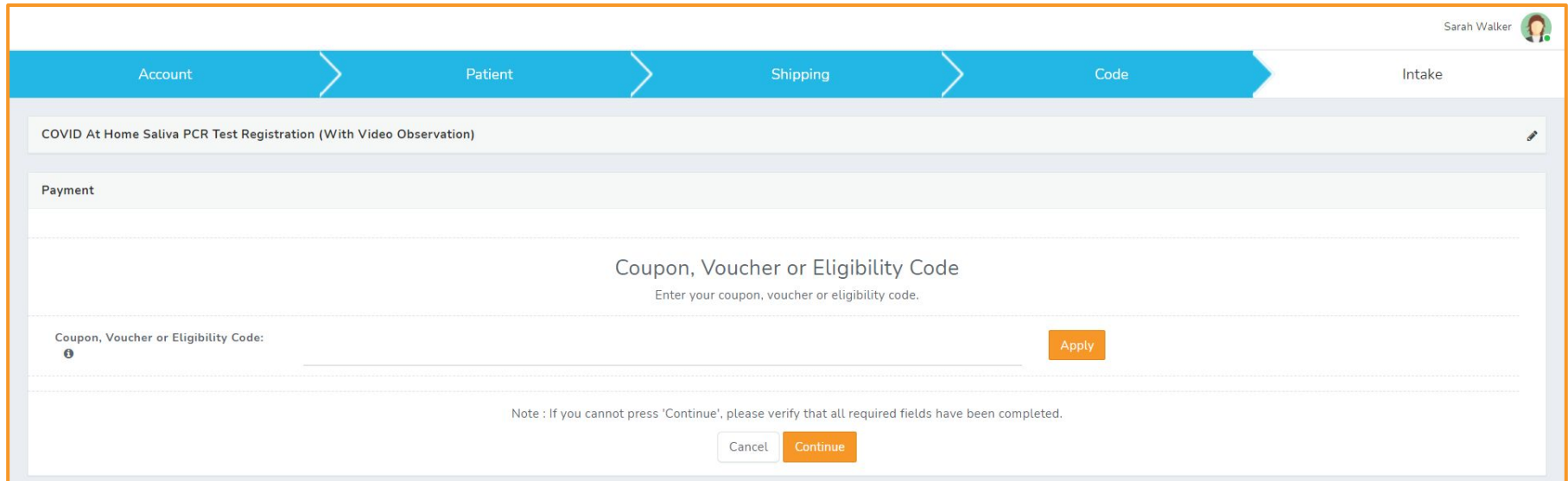
Note : If you cannot press 'Continue', please verify that all required fields have been completed.

Cancel Continue

Coupon/Voucher Code

Here you will enter in the voucher code that your school provided to you.

Please make sure to click “Apply” to apply the coupon/voucher code.




The screenshot displays a web form for "COVID At Home Saliva PCR Test Registration (With Video Observation)". At the top right, the user is identified as "Sarah Walker" with a profile icon. A blue progress bar at the top shows five steps: "Account", "Patient", "Shipping", "Code" (which is the current step and highlighted with a white arrow), and "Intake". Below the progress bar, the form title "COVID At Home Saliva PCR Test Registration (With Video Observation)" is shown with an edit icon. The "Payment" section is collapsed. The main content area is titled "Coupon, Voucher or Eligibility Code" with the instruction "Enter your coupon, voucher or eligibility code." Below this is a text input field with a small "i" icon on the left and an orange "Apply" button on the right. At the bottom, a note states: "Note : If you cannot press 'Continue', please verify that all required fields have been completed." Below the note are two buttons: a grey "Cancel" button and an orange "Continue" button.

*Please Note: If this page asks you for a credit card, do not put it in and verify that you are on the correct URL lodiusd.azova.com.

Ordering Cont.

This is what it will look like when you successfully add the code.

Sarah Walker

Account>Patient>Shipping>Code>Intake

COVID At Home Saliva PCR Test Registration (With Video Observation). \$0.00 After Coupon

Payment

Eligibility or Coupon Code :

Discount : \$0.00

Gross Amount : \$0.00

Remove Coupon

Note : If you cannot press 'Continue', please verify that all required fields have been completed.

Cancel

Continue

Ordering Cont. - Intake Form

You will be required to fill out a form on behalf of the person who is taking the AZOVA test. This information is required for the lab order to be created and for State and CDC COVID-19 Reporting requirements.

Account Patient Shipping Code Intake

Complete and submit the intake form.
Please complete and submit.

Intake Form: COVID At Home Saliva PCR Test Registration (With Video Observation)

* Indicates a required field. This form auto-saves.

Employer/School District Name*

☐ Lodi Unified School District

Employee/Student ID*

Which School/Department location do you attend/work?*

Please select

Please select the last date you were at the location selected above?*

You are registering for a COVID-19 at home saliva PCR test. This test is used to determine if you are currently infected with the SARS-CoV2 virus. Please complete the following intake form to request a lab order prescription.

Orders placed before 10:30AM MST M-F will be shipped via UPS next day (where next day service is available). If orders are placed on Saturday before 10:30AM MST, it will be shipped out on Saturday for delivery on Monday (where next day service is available). Orders placed AFTER 10:30AM on Saturday or anytime on Sunday will go out on Monday for next day delivery.

Do not eat, drink, or chew gum 30 minutes before completing your test.

Race*

Select Race

Ethnicity*

Select Ethnicity

If you are female, are you pregnant?

☐ Yes
☐ No

Please complete the following assessment in its entirety. You must have at least one indication in order to get lab testing:

Do you currently have any symptoms consistent with COVID-19 infection? Select any that apply to you:

☐ Fever over 100.4 degrees Fahrenheit
☐ Cough (New or worsening cough)
☐ Shortness of breath
☐ Fatigue
☐ Headache
☐ Diarrhea
☐ Chills
☐ Difficulty Breathing
☐ Feeling Feverish
☐ Muscle Pain
☐ Loss of sense of smell
☐ Loss of sense of taste
☐ Sore throat
☐ Nasal congestion
☐ Nasal discharge
☐ Nausea
☐ Vomiting
☐ New Rash
☐ I have no symptoms

If you have any of the above symptoms, what was the date that your symptoms started?

Have you experienced a fever in the last three days?

☐ Yes
☐ No

If yes, how high was your temperature?

Are you currently experiencing a fever?

☐ Yes
☐ No

If yes, how high is your temperature?

Do you have any of the following conditions? Check all that apply.

☐ Asthma or chronic lung disease
☐ Pregnancy
☐ Serious heart conditions such as congestive heart failure
☐ Kidney failure that requires dialysis
☐ Liver disease such as cirrhosis
☐ Other diseases or conditions that make it harder to cough
☐ None of the above

Ordering Cont. - Intake Form

You can add your previous COVID-19 testing or immunization history to create a digital and shareable COVID Credential, but it is not required to enter anything here. We will automatically add your test results to your COVID Credential for you.

COVID Credentials

Enter and Share Your COVID Lab Test Results and Immunization Records with Any School, Employer, Business or Other Healthcare Organization.

You can share your COVID credentials in two ways:

1. When you register from the COVID Credentials web page of any organization, your Credentials are automatically shared with that organization when you give consent to share.
2. From the AZOVA web or mobile applications, click "share" and select which organization type you would like to share with or share with the QR code.

Please enter any test results or immunization information you have. If you have a copy of the results, please attach a photo. When you add a new result, it will be added to the top of the list.

Do you have a history of any of the following?

- ☐ Add history of COVID-19 viral diagnostic testing
- ☐ Add history of COVID-19 antibody testing
- ☐ Add history of COVID-19 immunizations

[Vaccine Record/Immunization Status](#)

A lab order will be submitted to the lab electronically on your behalf.

You will be notified via email and SMS when your results are in. You can download and share your results through your dynamically generated COVID Credentials. Your COVID Credentials enable you to also upload and securely share all COVID test results from any lab and future immunization records. You can share your COVID Credentials with your employer, school or others who need access to these records.

Please note: Do not call the laboratory for your results. We will send your results to you via the AZOVA application. You will receive a text and email notification when they are available.

If you purchased COVID testing with video observation, you can expect your results in 24 to 48 hours from the time the lab receives your test kit. If you did not purchase video observation services, you can expect your results in 24 to 72 hours from the time the lab receives your results.

Please set the email address appointment@azova.com to your safe email list so you will receive notifications from us regarding things like results, receipts, registration confirmation and other communications.

Note: If you cannot press "Update", please verify that all required fields have been completed.

[Cancel](#) [Update](#)

Select all that apply:

- ☐ I live in an area where COVID-19 is widespread
- ☐ I have visited an area where COVID-19 is widespread
- ☐ I don't know
- ☐ None of the above

Do you live, work or volunteer in a care facility? This includes a hospital, emergency room, other medical setting, or long-term facility.

- ☐ I live in a long-term care facility or other healthcare setting
- ☐ I have worked or volunteered in a hospital or other care facility in the past 14 days
- ☐ I plan to work or volunteer in a hospital or other care facility in the next 14 days
- ☐ No, I don't live, work or volunteer in a care facility or healthcare setting

Have you used public transportation such as a plane, train, bus, subway, or other public transit in the last 14 days where you may have been exposed to someone who has COVID-19?

- ☐ Yes
- ☐ No

Have you been in close contact with anyone who tested positive for COVID-19 in the last 14 days? Close contact means you were less than six feet apart for more than ten minutes.

- ☐ Yes
- ☐ No

Are you required to get COVID testing for your school or job?

- ☐ Yes
- ☐ No

If none of the above indications apply to you, is there another reason you believe you need to be tested?

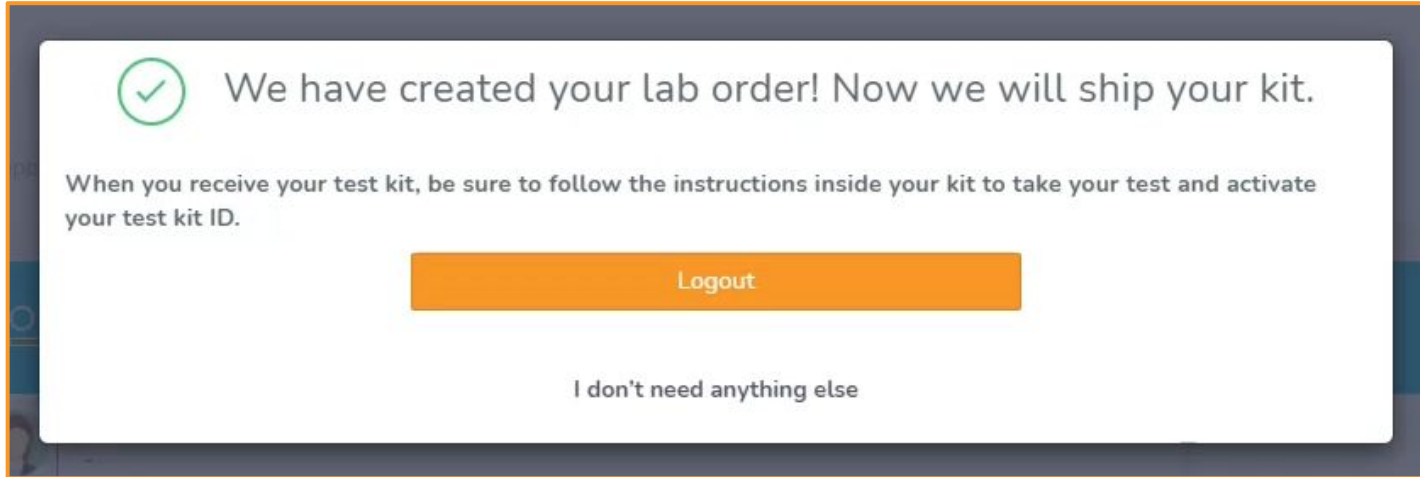
- ☐ Yes
- ☐ No

If yes, please explain:

Success

Once you have successfully registered for your lab order and ordered the test, you will land on this screen.

Orders placed before 10:30AM MST Monday to Friday will be shipped and delivered the next day. Orders placed before 10:30AM MST on Saturdays will be shipped for Monday delivery. Orders placed after 10:30AM on Saturday or on Sunday will be shipped out on Monday for Tuesday delivery.



Success Cont.

You will receive this automated message in your messages tab from the ordering Provider for the school district/AZOVA. This has many important details you should read over.

The screenshot displays the AZOVA messaging interface. On the left, a dark sidebar contains navigation options: Messages (highlighted with a red box and an arrow), Appointments, Records, Covid Credentials, Vaccinations, Programs / Memberships, Products / Services, and Orders. The main area shows a list of messages. The top message is titled 'You have an Appointment with Laura Purdy' and is marked as 'Completed'. Below it is a message from 'Corinne Vause, Scott Helms, Paul...' stating 'Laura has cancelled the lab order'. A red arrow points from the 'Completed' status of the first message to a larger, detailed message from 'Laura Purdy' on the right. This detailed message contains information about a lab test order, shipping via UPS Next Day Service, and instructions for video observation, including a link to <https://covidvideo.azova.com> and a UPS drop-off link.

AZOVA™

Compose Address Book

Inbox Filter By

You have an Appointment with Laura Purdy

Mute Thread View Chart PDF

Video Call Invite People Sarah Walker

Today

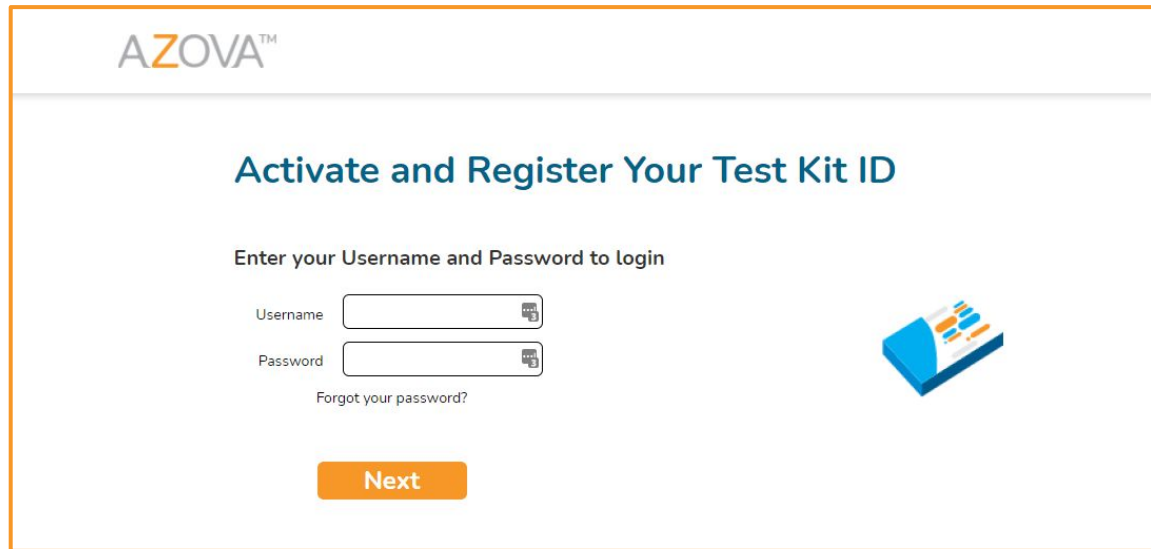
Patient registration in process.

Corinne Vause, Scott Helms, Paul...
Laura has cancelled the lab order
13 People 11:17 AM

You have an Appointment with Laura Purdy
This appointment is closed.
2 People Completed 11:17 AM

Laura Purdy
Your lab test has been ordered. We will ship your test kit to you overnight via UPS Next Day Service. Orders received by 10:00AM MST Monday through Friday will be shipped out the same day and should arrive the next day. Please note that UPS may have delays in some areas of the country given current weather or other conditions. You will receive a tracking number to enable you to track your shipment. We will send you a receipt for the purchase of your test via email within the next few days. Please note that you must not eat, drink, smoke or chew gum 30 minutes before you complete your saliva test or your test kit will be rejected. After you have received your test kit, to schedule your video observation service, please go to <https://covidvideo.azova.com> and schedule a time for your video observation appointment. You will be required to upload a government issued photo ID and you should have your test kit opened and ready at the time of your video appointment. If you are taking this test for travel, schedule your video observation session BEFORE the cutoff time for drop off at your nearest UPS store. Search here to check hours and locations for UPS drop off: https://www.ups.com/dropoff?loc=en_US&data-content-block-id=W1 Thank you.
11:16 AM

Register your Kit ID when you Take Your Test

A screenshot of the AZOVA website's login and registration interface. At the top left is the AZOVA logo. The main heading is "Activate and Register Your Test Kit ID". Below this, it says "Enter your Username and Password to login". There are two input fields: "Username" and "Password", each with a small icon of a document with a lock. Below the password field is a link that says "Forgot your password?". To the right of the input fields is a 3D illustration of a blue and white test kit. At the bottom is an orange button labeled "Next".

AZOVA™

Activate and Register Your Test Kit ID

Enter your Username and Password to login

Username

Password

[Forgot your password?](#)

Next

When you are ready to take your test, go to register.azova.com and log in using the same username and password that you used to create your account.

Enter the 14 digit code from the side of the tube here. This will link your lab order to your test kit and makes it so we can send you your results.

Follow all of the instructions in your test kit to ensure you receive your result.

Receiving Results

You will receive an email and SMS message when the lab receives your sample and when your results are ready. Results are available 12-48 hours from the time the lab receives your result. You can click on the email or SMS to log in and view your results.

If you have the app downloaded, you will also receive a push notification that lets you know you have results. Navigate to your messages tab to find a PDF of your results.

The result is automatically shared with the school district and you do not need to share it again.

Thank you for participating!