

Division of Research and Innovation

Student In-Person Research Clearance

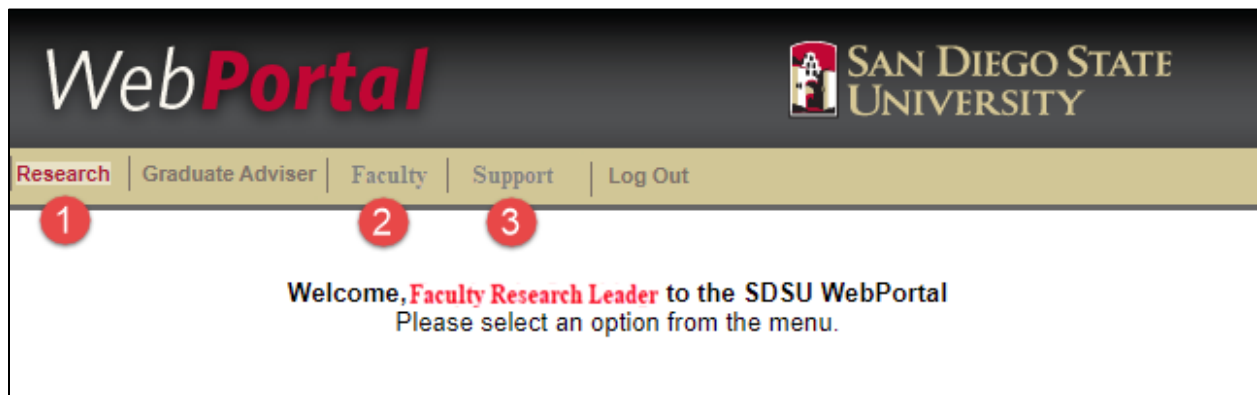
- Before students are allowed to begin each shift the Research Leader must review [WebPortal](#) to verify each student's clearance for in-person research.
- Anyone designated as 'Not Cleared' is not approved for in-person research until the designation is changed to 'Cleared'.
- A 'Not Cleared' does **NOT** indicate that a student is positive for COVID-19. It may indicate a missed or delayed test outside the 14 day required window, difficulty verifying recent testing information, a report by the student that they may have recently been in contact with someone who tested positive for COVID-19, or a number of other reasons. Students are also notified of any of these issues, and are asked to remain home and are not approved to participate in any in-person research until this is resolved. You will see a positive green checkmark when the student is cleared to return to in-person research.
- If a student contends that their WebPortal status is incorrect, please ask them to email covidcaseresponse@sdsu.edu so that the portal may be corrected as quickly as possible.

Instructions for Viewing COVID Testing Research Clearance

Step 1: Log in to WebPortal: https://sunspot.sdsu.edu/pls/webapp/web_menu.login

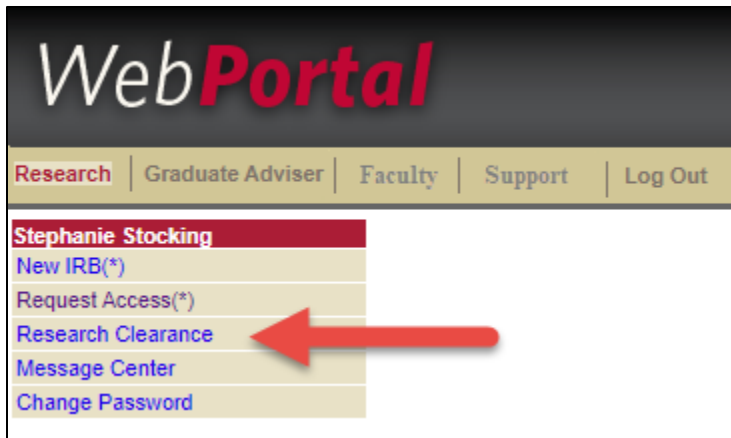
Step 2: Depending on your WebPortal account configuration, the Research Clearance page can be accessed in the menu for (1) Research, (2) Faculty, or (3) Support.

* **Note:** Please check in each of these menus to find the Research Clearance menu item.



The screenshot shows the SDSU WebPortal interface. At the top left, the word "WebPortal" is displayed in a large, stylized font. To the right is the San Diego State University logo. Below this is a navigation menu with the following items: "Research", "Graduate Adviser", "Faculty", "Support", and "Log Out". The "Research" menu item is highlighted in red and has a red circle with the number "1" below it. The "Faculty" menu item has a red circle with the number "2" below it. The "Support" menu item has a red circle with the number "3" below it. Below the navigation menu, the text reads: "Welcome, Faculty Research Leader to the SDSU WebPortal" and "Please select an option from the menu."

Step 3: Click on Research Clearance



Step 4: View your Personnel List to verify student’s clearance for in-person research.

The image shows a screenshot of the 'Faculty Research Clearance (Spring 2021)' page. The page title is 'Faculty Research Clearance (Spring 2021)'. Below the title is a section titled 'Important Information for In-Person Research, Scholarship, and Community Service Project Activities:' followed by a bulleted list of instructions. At the bottom of the page is a table with personnel information.

800000001-	Faculty Research Leader		
800000002	Personnel 1	GRADUATE STUDENT	NOT CLEARED
800000003	Personnel 2	GRADUATE STUDENT	NOT CLEARED
800000004	Personnel 3	UNDERGRADUATE STUDENT	CLEARED

For Questions or Assistance

- For assistance with viewing or accessing [WebPortal](#), please contact your department’s or college’s IT support. They can assist you in submitting a support ticket to the WebPortal team.
- Personnel changes should be reported to DRI-CoV2@sdsu.edu.
- For the latest information on Research Continuity, please visit <https://research.sdsu.edu/coronavirus>.