Student In-Person Research Clearance

- Before students are allowed to begin each shift the Research Leader must review [WebPortal](https://sunspot.sdsu.edu/pls/webapp/web_menu.login) 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](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.
Step 3: Click on Research Clearance

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

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.