



## How Students Report COVID-19 Impact



# Student COVID-19 Impact Reporting Process



- If a student is impacted by COVID-19, he/she should report this occurrence through the CGTC Student Portal
- The Student Portal is available via the CGTC public website from any web-enabled device and can be accessed through single sign-on
- Students should use their CGTC network username and password to access the Student Portal
- Students must access the Portal to report initial impact and also affirm/attest to satisfying DPH guidelines before returning to campus

**CGTC Exposure Control Coordinator: Eric Beacham**

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# Step 1: Log in to the Student Portal



- Visit [www.centralgatech.edu](http://www.centralgatech.edu) and click Student Portal at the top of the homepage

The screenshot shows the Central Georgia Technical College homepage. At the top, a blue navigation bar contains links: BannerWeb, Blackboard, Student Portal, Student Email, Gateway, Calendars, Catalog, Jobs @ CGTC, and MORE SHORTCUTS. Below this is a red navigation bar with links: ACADEMICS, ADMISSIONS & FINANCIAL AID, GED & ADULT EDUCATION, BUSINESS & INDUSTRY, CONTINUING EDUCATION, ATHLETICS, STUDENT SERVICES, and ABOUT CGTC. The main content area features a large blue banner on the right with the text "FALL 2020 OPERATIONAL PLAN" and a message: "We look forward to welcoming back students, faculty and staff to our campuses and centers this fall! Click here to view details of our Fall 2020 Operational Plan." On the left is a photograph of a brick building with a sign that reads "CENTRAL GEORGIA TECHNICAL COLLEGE". A red arrow points from the "Student Portal" link in the top navigation bar to the "FALL 2020 OPERATIONAL PLAN" banner.

CENTRAL GEORGIA TECHNICAL COLLEGE

» APPLY TO CGTC  
GET STARTED TODAY!

Search

ACADEMICS ADMISSIONS & FINANCIAL AID GED & ADULT EDUCATION BUSINESS & INDUSTRY CONTINUING EDUCATION ATHLETICS STUDENT SERVICES ABOUT CGTC

FALL 2020  
OPERATIONAL PLAN

We look forward to welcoming back students, faculty and staff to our campuses and centers this fall!  
Click here to view details of our Fall 2020 Operational Plan.

## Step 2: Log in to the Student Portal



- Students will enter their CGTC network username and password
- If a student does not know his/her password, the student can click the [Reset Password?](#) link and enter the necessary information to reset the password

The screenshot shows the CGTC Student Portal login interface. At the top is a green header bar with the text "CGTC Student Portal. Please Sign In." Below this is a white form area. It contains two input fields: "User Name:" with a light blue box containing the text "student123", and "Password:" with a light blue box containing seven asterisks. Below the password field is a large green button labeled "Login". Under the "Login" button are two links in green text: "Forgot Student ID Number, User Name, or Email Address?" and "Reset Password?".

The Portal is designed to be a place for active CGTC students to access commonly used resources of the college.



# Step 3: Click Forms > COVID Reporting



- On the menu to the left, the student should click Forms, and then click COVID Reporting to access the form

CGTC Student Portal

Change Network Password

Portal Home

Forms

- Address Change
- Apply for Graduation
- Change Program
- Competitive Health Selection
- COVID Reporting
- Dual Major Request
- Email Address Add/Change
- Enrollment Verification
- FERPA Release Form
- Grade Change Request
- Student Agreement
- Telephone Change
- Transcript Request
- Transient Request

Resources

Contacts

Log Out

Welcome, [Student Name]

My ID: 9100-40000

My Advisor: [Advisor Name]

Military Affiliation: NONE

Current Term: 2020-16

Correction Needed

Printable Schedule

CRN	Course	Course Title	Status	Term	Instructor
50796	SPAN 1101 01	INTRO SPANISH LANG & CULTURE I	**Registered**	202016 - S2	Rivera-Thompson

CGTC News and Announcements!

VIRTUAL RACE WEEK

# Step 4: COVID-19 Impact Certification



- Students should read the full statement and type in their full name to complete the electronic signature
- Click Submit Form; a confirmation of submission will follow
- By clicking submit, the student will voluntarily notify each of his/her instructors and the College's Exposure Control Coordinator of his/her status
- The student may be contacted for further information

CGTC Student Portal

Change Network Password

Portal Home

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- Student Agreement

**COVID-19 Impact Certification**

I, [redacted], certify that I have been impacted by COVID-19 and will be following medical guidelines from the Centers for Disease Control and Prevention (CDC), and/or my medical provider. My voluntary submission of this form will notify my instructors and the College's Exposure Control Coordinator by email. I understand that before returning to a CGTC campus/center, I must return to this portal and certify that I have followed the recommended medical guidelines re

**Electronic Signature**

[redacted]

Submit Form

If you have any questions or suggestions about the CGTC student portal, or CGTC in general, please Let Us Know! If we cannot answer your question we will g

# Step 5: Return to CGTC Certification



- After following recommended medical guidelines, the impacted student should return to the Student Portal to attest to the fact that he/she is eligible to return to campus
- Students should read the full statement and type in their full name to complete the electronic signature
- Click Submit Form; a confirmation of submission will follow
- By clicking submit, the student will voluntarily notify each of his/her instructors and the College's Exposure Control Coordinator of his/her eligibility to return to campus
- The student may be contacted for further information

The screenshot displays the CGTC Student Portal interface. On the left is a sidebar menu with the following items: Change Network Password, Portal Home, Forms (expanded), Address Change, Apply for Graduation, Change Program, Competitive Health Selection, COVID Reporting (highlighted), Dual Major Request, Email Address Add/Change, Enrollment Verification, FERPA Release Form, and Grade Change Request. The main content area is titled "COVID-19 Return to CGTC Certification" in a green header. Below the header, a statement reads: "I, [Name], certify that I have satisfied the recommended medical guidelines (per the Centers for Disease Control and Prevention (CDC), the Georgia Department of Health (GaDOH), and the Georgia Department of Education (GaDOE)) to return to a CGTC campus/center. My voluntary submission of this form will notify my instructors and the College's Exposure Control Coordinator of my eligibility to return to campus." Below this statement is a section labeled "Electronic Signature" with a dashed red box for the signature. A red arrow points to this box. At the bottom of the form is a green "Submit Form" button. A footer note states: "If you have any questions or suggestions about the CGTC student portal, or CGTC in general, please [Let Us Know!](#) If we cannot answer your question we will get back to you as soon as possible."

# Auto-generated Emails



- Each time a student clicks submit in the Portal, an automatic email is generated for each of the student's instructors and the College's Exposure Control Coordinator
- These emails are for informational purposes only and should remain confidential

## Initial report of COVID-19 impact

**From:** Kelly, Amelia <[amelia@student.centralgatech.edu](mailto:amelia@student.centralgatech.edu)>  
**Sent:** Tuesday, August 11, 2020 8:18 AM  
**To:** Jackson, Yim <[yjackson@centralgatech.edu](mailto:yjackson@centralgatech.edu)>; Rivera-Thompson, JoBen <[jrivera-thompson@centralgatech.edu](mailto:jrivera-thompson@centralgatech.edu)>  
**Cc:** Kelly, Amelia (910449933) <[amelia@student.centralgatech.edu](mailto:amelia@student.centralgatech.edu)>  
**Subject:** COVID Reporting Submission

I, Amelia Kelly (910449933), certify that I have been impacted by COVID-19 and will be following medical guidelines from the Centers for Disease Control and Prevention (CDC), the Georgia Department of Public Health (DPH), and/or my medical provider. My voluntary submission of this form will notify my instructors and the College's Exposure Control Coordinator by email. I understand college officials may contact me for additional information.

I understand that before returning to a CGTC campus/center, I must return to this portal and certify that I have followed the recommended medical guidelines referenced above.

## Notice of Intent to Return to Campus

**From:** Kelly, Amelia <[amelia@student.centralgatech.edu](mailto:amelia@student.centralgatech.edu)>  
**Sent:** Tuesday, August 11, 2020 8:19 AM  
**To:** Jackson, Yim <[yjackson@centralgatech.edu](mailto:yjackson@centralgatech.edu)>; Rivera-Thompson, JoBen <[jrivera-thompson@centralgatech.edu](mailto:jrivera-thompson@centralgatech.edu)>  
**Cc:** Kelly, Amelia (910449933) <[amelia@student.centralgatech.edu](mailto:amelia@student.centralgatech.edu)>  
**Subject:** COVID Reporting Submission

I, Amelia Kelly (910449933), certify that I have satisfied the recommended medical guidelines (per the Centers for Disease Control and Prevention (CDC), the Georgia Department of Public Health (DPH), and/or my medical provider) to return to a CGTC campus/center. My voluntary submission of this form will notify my instructors and the College's Exposure Control Coordinator by email. I understand college officials may contact me for additional information.



# Thank you!

If you have questions about the student COVID-19 impact reporting process, please contact the College's Exposure Control Coordinator, Eric Beacham.

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