Using the Rapid Antigen Screening Program Portal
Instructions for Staff and Students

Getting Started ➔ How to Access the Portal

There are two options to access the portal: on a mobile device, a desktop computer or laptop.

Option 1: On a mobile device
Scan QR code

Option 2: On a desktop computer or laptop
Open the link provided: https://shoppersrapidscreeningpr.powerappsportals.com/
How to use the Portal

Registration & Consent

Step 1: Open the Rapid Antigen Screening Portal from your browser. Click Register

Step 2: Enter your @uwo.ca Email Address, create a password and re-enter it for confirmation, then click on Register

Note: Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).
Step 3: The following consent window will display. Review the consent. If you choose to participate in the Program, select I Accept., and click Submit to continue.

Note: If you choose I Disagree, you will not be able to proceed or participate in the program.
Step 4: Enter your Profile details such as Participation Code (provided by the university), First Name, Last Name, Mobile Number, Birth Date and Gender. Review details and click on Update.

Note: You will only need to complete steps 2 to 4 the first time you book a screening appointment. For your next bookings, you can go to Step 5 after signing into the portal.
Scheduling an Appointment

Step 5: Select Add new Appointment

Step 6: Select the location where you want to book your appointment
Step 7: Provide Medical Consent. Confirm that all information you are providing is true by clicking I Agree. Answer all Pre-Screening Questions. You may need to scroll to view and complete all questions. Once complete, click Accept.

Important: If you answered ‘Yes’ to any of the Screening Questions, you will receive the following message “You are not eligible to conduct Antigen Screening at the Pharmacy. Please contact your university to inform them you have not passed the screening. Please self-isolate and contact Public Health to advise on next steps.” If you answered ‘No’ to all Screening Questions, you will proceed to Step 8 below.
Step 8: Available timeslots will be displayed. Select a time that works for you, then click Book.

Select an appointment time

Note: The number of screens you can do depends on the direction provided by the university.

Step 9: You will receive a confirmation email with the time, date and location of your appointment, along with a booking code. This email will come from AntigenScreeningApp@loblaw.ca. If you don’t see it, check your Spam folder and/or add the email address to your contacts.
It is important to arrive to the appointment on-time as you may not be able to be screened if you miss the scheduled time. If you miss a screen appointment, please try to reschedule in the same week through the portal.

**Attending your Screening Appointment**

**Step 10:** When you arrive at the Pharmacy counter, show the confirmation email with your **Booking Code**, a piece of **government-issued identification** and your **UWO student or employee ID** identifying that you are from the university.

**Note:** A reminder email with your Booking Code will also be sent to you on the morning of the appointment.

**Step 11:** The Pharmacist will conduct your screening. You can leave the pharmacy right after your swab, but you must not return to campus until the screening results are received.

**Step 12:** Monitor your email. When your results are entered by the Pharmacy, you will receive an email with a link to your results. Click the link to see screening results.

**A.** If your screening result is **negative**, follow instructions on next steps that are outlined in the notification. Click **Press here to continue**, to booking appointments. You can return to the university.
B. If your screening result is inconclusive (this is very rare), you require a PCR test to validate your results immediately. You must not come to campus, except for receiving a PCR test at the Western Vaccination and Testing Centre (here).

You do not need to follow instructions on next steps that are outlined in the notification. Click Press here to continue, to return to the home page.

C. If your screening result is a preliminary positive, you require a PCR test to validate your results immediately. You must not come to campus, except for receiving a PCR test at the Western Vaccination and Testing Centre (here) or a local COVID-19 Assessment Centre. You will need to tell the assessment centre that you have a rapid COVID-19 antigen screening and that you need a PCR test. The PCR test is needed to confirm a diagnosis. Self-isolate and do not come into contact with other individuals until the PCR test results are available and you are cleared to return.

Note: All scheduled appointments on the Portal will be cancelled at this time and you will not be able to book future appointments. An email reminder to complete and enter a follow-up PCR COVID-19 test result will be sent daily.
If your follow-up COVID-19 PCR test is negative*, you will need to enter your test result in the Rapid Antigen Screening Program portal. You may continue with Rapid Antigen Screening at your next scheduled appointment. If you have entered an incorrect PCR result, contact your university for assistance.

*If you receive two preliminary positive screening results in a row, and both are followed by a negative PCR COVID-19 result, we recommend that you not book any further screening appointments.

If your follow-up COVID-19 PCR test is positive, you will need to enter your test result in the Rapid Antigen Screening Program portal. Please contact your university for next steps and continue to comply with COVID-19 Protocols.

Note: Do not book any further appointments as your access will be locked and you will no longer be eligible to participate. Contact your university if you require assistance with entering your PCR results.
Entering Follow-Up PCR Test Results into the Portal

i. When you receive your follow-up PCR test result, log back into the portal and enter PCR results on the page below, you need to include **PCR Test Date, PCR Test Location, PCR Test Result** and **CT Value (if available)** and then click **Save my results**.

This is the date the PCR test was taken, **NOT** the date the result is available.
**Reviewing Past Results**

**Step 13:** To review past results click **My Past Results**

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### My Upcoming Appointments

To create a new appointment click on the "+ Add New Appointment" button.

Click the PRINT option at the end of the appointment line displayed to print your appointment.

Click on the CANCEL option at the end of the appointment line to cancel your appointment.

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### My Past Testing Results

<table>
<thead>
<tr>
<th>Employee Booking</th>
<th>Testing Site</th>
<th>Booking Code (Employee Attestation)</th>
<th>Screen Start Time</th>
<th>Screen Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Snow</td>
<td>SDM-1272 Streetville in Mississauga</td>
<td>D7C5G0</td>
<td>05/01/2021</td>
<td>Preliminary Positive</td>
</tr>
<tr>
<td>John Snow</td>
<td>SDM-1373 Streetville in Mississauga</td>
<td>K8D0R3</td>
<td>02/02/2021</td>
<td>Negative</td>
</tr>
<tr>
<td>John Snow</td>
<td>SDM-1272 Streetville in Mississauga</td>
<td>JBYJLJ4</td>
<td>02/02/2021</td>
<td>Inconclusive</td>
</tr>
</tbody>
</table>

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Rapid Antigen Screening Program – Western University
Manage Upcoming Appointments

**Step 14:** To manage upcoming appointments, click **My Appointments**

**Step 15:** To cancel any future appointment, click the icon on the appointment time that you are no longer able to attend, then confirm and click **OK**

**Note:** Please provide at least 4 hours notice for any cancellations.
My Upcoming Appointments

Note: You will receive an email to confirm that the booking is cancelled. To reschedule your appointment, follow Steps 5 to 8 to schedule an appointment.

Any questions?
If you are experiencing technical difficulties, please send an email to rapidscreensupport@loblaw.ca

For additional information about the program and/or eligibility, please contact your manager or HR department. Alternatively, you can also email healthsolutions@shoppersdrugmart.ca for more information.