Everyone accessing campus facilities to perform ongoing business functions is part of the University's program for COVID-19 prevention and management. This includes affiliates – people who are neither current USC employees nor students. iVIP, our system for managing service access to affiliates and guests, will play a key role in supporting the participation of these individuals in the University's screening, testing, and tracing program.

Since the administration of the iVIP program is largely conducted at the school and department level, we are looking to the school/division administrative leadership and iVIP Department Administrators to assist this effort in the following ways:

- Review the attached COVID-19 screening test guidelines to determine if any of your department affiliates require a weekly screening test. A iVIP record with Trojan Learn as an active service is required to schedule the screening test via mySHR.
- Please reach out to Environmental Health and Safety at ehs@usc.edu to schedule a workplace risk assessment if needed to clarify an affiliate role or assignment.
- For the individuals currently sponsored in iVIP, assure that they have Trojan Learn as one of their active services. Setting up Trojan Learn as an active service will give the affiliate access to Trojan Learn (for training), access to Shibboleth-protected sites such as Trojan Check (for screening) and MySHR (to schedule screening tests). Your iVIP administrator should be familiar with creating a record with active services.
- For individuals who should be part of this program but are not yet in iVIP, work with the responsible individual in your school or department to get the necessary information to establish a record and sponsor the individual(s) for Trojan Learn.
- Communicate to all new affiliates the process for activating their USC NetID. A sample email notification is provided below:

> “You have been entered into USC iVIP system which offers some of the University’s electronic resources to our colleagues that are not faculty, staff, or students. To access these services you must first activate your USC NetID by visiting: https://netid.usc.edu/account_services/activate_account and entering your date of birth and your USCID number (1234567890). Please note that your NetID will activate by the end of the next business day. If you have trouble activating your USC NetID or accessing your services, please contact the help desk at (213) 740-5555 or email consult@usc.edu.”

Reach out to the following organizations if you have further questions:

- **Affiliate screening test eligibility:** Environmental Health and Safety ehs@usc.edu
- **iVIP records:** John Kennedy jkennedy@usc.edu
- **Trojan Learn:** Trojan Learn Team trojanlearn@usc.edu
- **mySHR access:** Student Health Record Department: eshchim@usc.edu

Additional Information on USC's COVID-19 Testing Program, Please visit: https://coronavirus.usc.edu/testing-at-usc/