

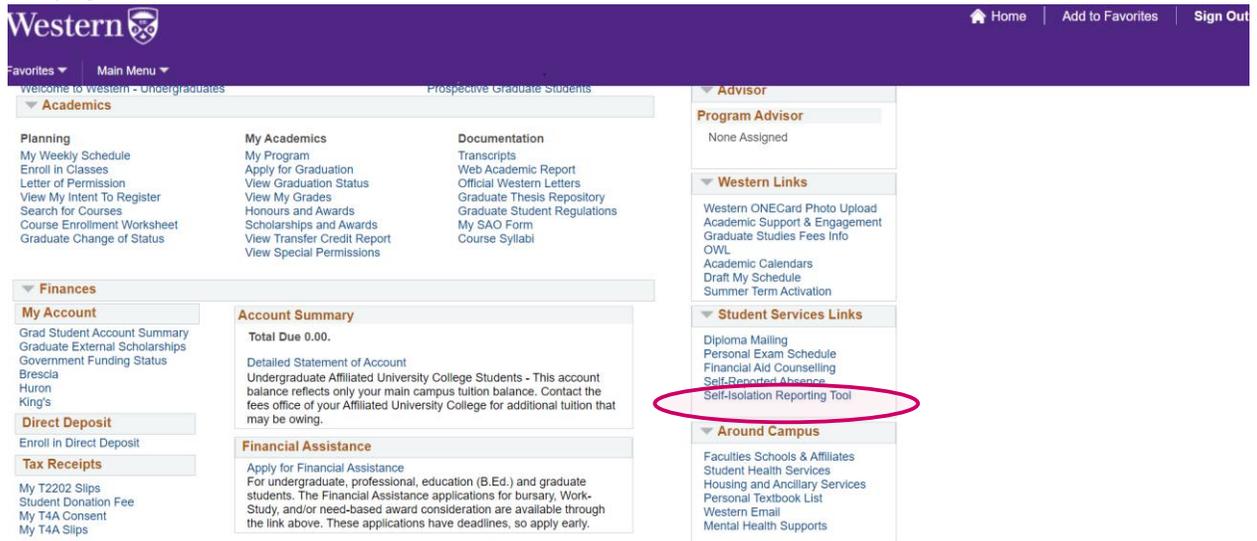
Self-Isolation Reporting Tool Student Instructions

To facilitate requesting an academic consideration due to COVID-19 symptoms and/or a directive to self-isolate (i.e., as a result of direction obtained from a [COVID-19 Self-Assessment](#)), a Self-Isolation Reporting Tool (SIRT) is now available.

This tool will provide you with the ability to report a need to self-isolate due to **COVID-19 only**. If you complete this form, you will be expected to remain off campus for a minimum of five days. For academic considerations that do not require self-isolation, you should instead submit a Self-Reported Absence or request academic considerations via the usual process for your faculty.

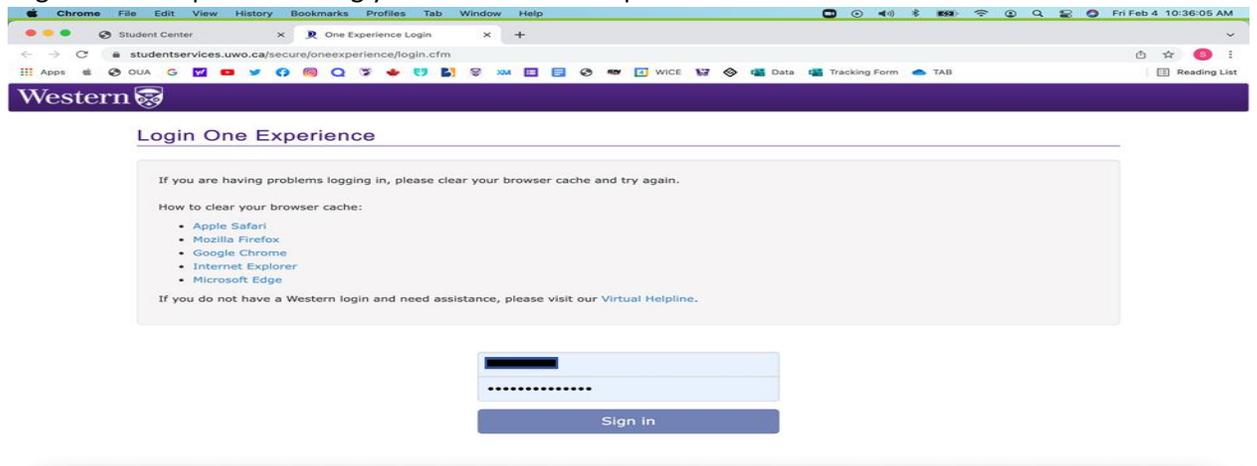
To complete the form, please follow these instructions:

1. Log onto Western Student Centre using your Western ID and password.
<https://student.uwo.ca>
2. Click on the “Self-isolation Reporting Tool” under the Student Services Links on the right side of the page.



The screenshot shows the Western Student Centre website interface. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign Out'. The main content area is divided into several sections: 'Academics', 'Finances', 'Advisor', and 'Student Services Links'. The 'Student Services Links' section is highlighted with a red circle, and the 'Self-Isolation Reporting Tool' link is visible within it. Other links in this section include 'Diploma Mailing', 'Personal Exam Schedule', 'Financial Aid Counselling', 'Self-Reported Absence', and 'Around Campus'.

3. Log into One Experience using your Western ID and password



The screenshot shows the One Experience login page. The page title is 'Login One Experience'. Below the title, there is a message: 'If you are having problems logging in, please clear your browser cache and try again.' followed by instructions on how to clear the browser cache for various browsers: Apple Safari, Mozilla Firefox, Google Chrome, Internet Explorer, and Microsoft Edge. At the bottom, there is a sign-in form with a text input field for the username, a password input field, and a 'Sign in' button.

6. Next, if you have any notes to share with your Academic Advisor, such as if you are not able to attend an in-person class but can write the scheduled midterm, test or submit an essay or an assignment online virtually. Please indicate if you write any tests or exams with Accessibility Services. Instructions are also listed which advise you to review your course outline or your course OWL site for the course to determine the procedures for any missed work. As well, a deadline to connect with your instructor (by email) will be listed for you. This date is midnight 5 days from the start of your self isolation period.

WESTERN UNIVERSITY SELF-ISOLATION REPORTING TOOL LOGGED IN AS [REDACTED] LOGOUT

[REDACTED] If you would like to provide additional details for your Academic Counsellors, please do so below:

[REDACTED] do you write with Accessibility Services at King's?

YES NO

The self-isolation submission, if approved, is effective from **Friday February 4, 2022 12:00 AM to Wednesday February 9, 2022 11:59 PM** inclusive.

The following instructor(s)/coordinator(s) will be notified once your SIRT is approved by your Academic Counsellor:

- Dorotea Gucciardo

[REDACTED] please review the **COURSE OUTLINE OR YOUR COURSE OWL SITE** for this course to determine the procedures for missed work. **Only if procedures are not specified should you contact your instructor(s) to make alternative arrangements** for the above course components(s). If you have not reached out to your course instructor(s) (if required) by 11:59 PM Thursday February 10, 2022, the self-isolation submission will be considered VOID and you will receive a grade of 0% for the course component(s) indicated above.

WARNING: This form cannot be altered once submitted. Please double check for accuracy before submission.

7. To complete the self-isolation report submission, please select the Self Declaration box.

WESTERN UNIVERSITY SELF-ISOLATION REPORTING TOOL LOGGED IN AS SYOUN92 LOGOUT

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SELF-DECLARATION:
I acknowledge that misuse of the self-isolation reporting tool may include sanctions under the Student Code of Conduct and forfeiting the right to use the self-isolation reporting tool in the future.

I, [REDACTED] declare that I am using the self-reported isolation tool in good faith.

[SAVE SIRT REQUEST FOR COURSE](#)