



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRASE LOGIN AND USER INSTRUCTIONS

1. Go to <https://mytrase.com/>
2. Select **soccdd.edu**
3. Type in your **username** (i.e., company provided e-mail address)
4. Type in your **password**
5. Click on **LOGIN**

6. Follow the steps reflected below to **manually report** the buildings and floors (if applicable) you visited while on campus.

7. Follow the steps reflected below to report positive COVID-19 test.

1. Select **Positive** from the Status drop down

2. Click on **COVID ENTRY**

3. Select **Date** from Reporting Date drop down

4. Select **Date (date when specimen was collected)** from Test Date from drop down

5. Click on **ADD COVID ENTRY** to record

6. Select **Date (when you received results)** from Result Date drop down

8. To view your entries, please follow the steps reflected below.

1. Click **SUBMIT** to display the buildings and floors (if applicable) AKA *Locations* you visited

2. Click on a start and end date (if reporting multiple dates) or just one date from the calendar drop down and click on **Apply**

3. Select the building and floor (if applicable) you visited from the drop down