

BROAD INSTITUTE

How to Register for Your Broad Institute Account

As part of our efforts to support the health and safety of the campus community, WPI has developed a comprehensive COVID-19 testing program for students, faculty, and staff who plan to come to campus for the new academic year. This program includes three kinds of testing: pre-arrival (before you come to campus); onboarding (when you arrive); routine ongoing testing (on campus, throughout the fall).

We're working with healthcare partners for these different kinds of testing, so you may see a few names and, if you do, you may have an account with each of these:

- Quest Diagnostics is a national company managing some of the pre-arrival tests and our on-campus tests of students who develop symptoms.
- Broad Institute (rhymes with road), a Cambridge, Mass.-based biomedical and genomic center, is managing much of our testing, including onboarding and routine ongoing testing on campus.

Once you have taken your first routine ongoing test (done with the Broad Institute), you will receive an email from CareEvolve with a registration code and a link to begin the registration process in the CareEvolve portal. You will need to register to access the portal to review your test results.

Please read the following message carefully. It contains information to help you set up an online account with the Broad Institute.

OF NOTE FOR FACULTY AND STAFF:

Before setting up a Broad Institute account, employees should sign into Workday and ensure their personal and contact information is up-to-date. Also ensure that your home and mobile numbers are up-to-date. (If your address or phone number are missing, they will be replaced in the database with WPI's main address and the phone number for WPI's testing coordinator.)

- Log into Workday.
- Click the Personal Information Worklet



Personal Information

- Under Change, choose Home Contact Information.
- Edit your contact information.
- When you're done updating sections, click the Submit button (or Save for Later).
- Repeat to double-check that your Personal Information is correct.

OF NOTE FOR STUDENTS:

If your home address is not in a New England state, it most likely has been changed to WPI's main address in the Broad database, and missing phone numbers are being replaced with the phone number for WPI's testing coordinator.

FOR EVERYONE:

You will receive an email from CareEvolve with a registration code and a link to begin the registration process in the CareEvolve portal.

- Click on the link and you will be brought to a CareEvolve page. Enter your WPI email address and the code you received in the email.
- At the next page, verify your identity by confirming your name, birthdate, gender, address, and cell phone number. Please ensure all your information is accurate and matches your information on file with WPI. If the data does not match, you will not be able to complete registration.
- WPI provided Broad with basic information to enter each employee and student into the testing system database. Because of limitations in some of Broad's fields, some information had to be populated as "unknown." We're working to update the fields but, for now, if the information you enter for race, ethnicity, or gender does not match what is in the system, you may need to enter "unknown" in your information to make it match.
- At the next step, you will be asked to set up two security questions and their answers, as well as a password for your Broad account.
- You should receive a confirmation email with a code and a link to log in.
- On the login page, enter your confirmation code and complete a reCAPTCHA verification.
- At the next page, enter your email address and the Broad password you set up.
- You will be presented with a Results Table that will show one horizontal row per test. The information will include the day and location of the test.
- If you click on a specific row, it will show you the results of your test and the day and time the testing sample was taken.
- Users can edit their profile information on the Profile tab and change a password on the Security tab. If you forget your password, click on the "Forgot Password" link to reset it.

We appreciate your cooperation and your patience with the testing program. The health and safety of our campus community is of critical importance to all of us, and every person has a role to play in following new procedures and guidelines developed to help us all come together and stay together safely. If you have questions, visit WPI's [website](#) for more information.

