How to Complete the Electronic Check-Up To Go for **Tobacco**

You have been required to complete an online questionnaire regarding your marijuana use. It will take approximately 20 minutes to complete. Some of the information you will be asked is personal. We assure you that your responses will not be linked to your name in any way. Your feedback and answers are anonymous and confidential. **You must complete the verification page at the end of the questionnaire to complete the requirement.**

Steps to complete:

- Go to: https://interwork.sdsu.edu/echeckup/tobacco/welcome
 - If this link does not work, you can find the eCheckup To Go for Tobacco at <u>www.ndscs.edu/alcoholinfo</u>under the "tools" section.

Welcome Start Over		• R
Welcome		"This is r
The Tobacco eCHECKUP TO GO will provide you with accurate and personalized feedback about:	>>>> START Please choose:	
 Your individual tobacco use pattern Your risk patterns Your aspirations and goals 	This is my first time here	
✓ Helpful resources at and in your community	I have completed the program previously, I have a User ID	
Please Note: You are completing this program anonymously. If you have been required to complete the program, or if you otherwise need to receive credit for completing the program, you MUST fill-out the 'Verification of Completion' at the end of the program.	number	

• Read through the introduction and instruction Page and Click on the box that says "This is my first time here"

You may print your User ID (this will allow you to come back if you need to quit in the middle of completing it) or write your number here: ______

- Click "Begin"
- Complete all questions
 - When finished will all of the questions, click "next".
- Once you have completed answering the questions for all sections, you will see new tabs appear across the top. You will need to read through each section.
 - $\circ~$ Advance to the next section by clicking "next".

- At the "RESOURCES" page, click on the shaded box entitled "Verify Completion of your eCheckup to Go (pictured).
- If the words in the shaded box are not red (as pictured below), you will need to go through each section (Profile, cost, etc.).

This is where many students have troubles. Without completing the Verify step, the Residence Life Department will not be notified that you have completed this requirement.





Click the box: "Yes, I want to verify." This step provides NDSCS Residence Life that you completed the requirement.

- Enter your FULL NAME, NDSCS e-mail address and your NDSCS ID Number.
- After "Send my verification to" highlight "ATOD Specialist"
- Please note: only your name, NDSCS ID number and email address will be sent (verifying your completion of the program), NONE of your answers to the questions will be sent.

• Click "Next"

Under Your Consent



Check the box: "Having read and understood...program." **Hit "I agree. Submit it"**