

How to Complete the Electronic Check-Up To Go (eTOKE)

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/usa/mj/coll/?id=NDSCS&hfs=true>
 - If this link does not work, you can find the eTOKE at www.ndscs.edu/alcoholinfo under the “tools” section.

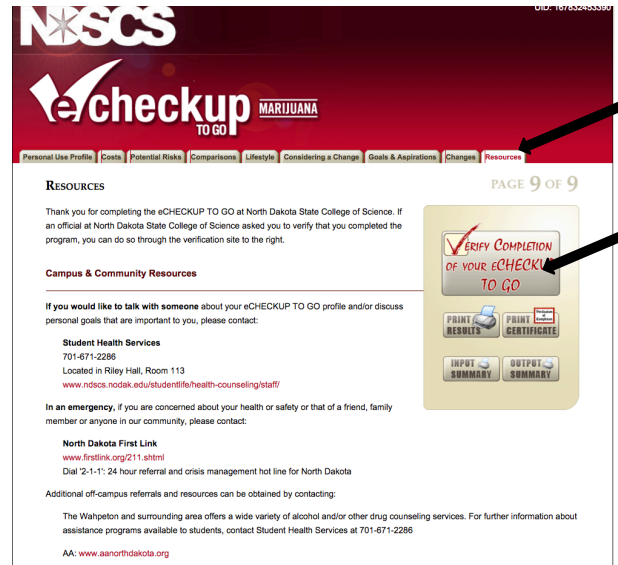


- Read through the introduction and instruction Page and Click on the box that says “I have not completed the eCheckup To Go previously”

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: _____

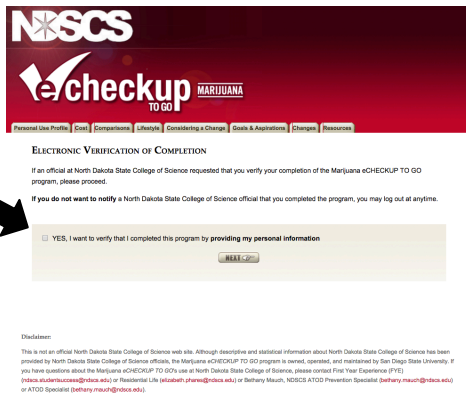
- Click “Begin”
- Complete all questions
 - When finished with all of the questions, click “next”.
- Once you have completed answering the questions for all sections, you will see new tabs appear across the top. You will need to read through each section.
 - Advance to the next section by clicking “next”.

- 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.

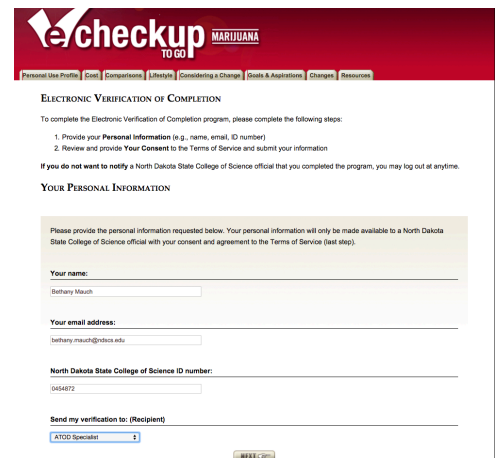
*Without completing the **Verify** step, the Residence Life Department will not be notified that you have completed this requirement.*



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Check the box: Yes, I want to verify that I completed this program by providing my personal information and hit “next”.

- 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 “SUBMIT”

