DIRECTIONS TO COMPLETE NDSU eCHECKUP TO GO

CLICK HERE or use the following link to access the self-assessment:
https://echeckup.sdsu.edu/usa/alc/coll/NDSU/#!/

Allow for 30 minutes to complete.

1. Select "Start a new eCHECKUP TO GO"

2. Go through and complete all sections of the self-assessment. Your answers are confidential so answering honestly will get you the most accurate personalized feedback.

3. When you have completed all sections, you will be reminded of the following:

Are you completing this program to fulfill a requirement?

Your entry is anonymous. If you need to prove you completed the program, you must complete the entire program AND fill-out the "Verification of Completion" at the end of the program. (Your answers for this eCHECKUP TO GO entry will remain anonymous.)

Close

4. **Follow the directions provided as you are completing the program to fulfill a requirement**

Are you completing this program to fulfill a requirement?
If you have been **required** to complete this program, you must:

1. Review every page of the feedback.

2. Click the button labelled **"Verify Completion of Your eCHECKUP TO GO"** on the last page ("Resources").

3. Follow the on-screen instructions and complete all steps of the Verification.

If you log-out or close your browser before completing the Verification at the end of the feedback, your information will not be recorded and you may have to re-complete the program.

Alcohol eCHECKUP TO GO
User Identification Number (UID)

222236007474

EXAMPLE

Please write down your ID number in a safe place. **You will need this number** if you wish to:

- Review your responses at a later date

- Verify your completion of the program at a later date

- Complete the Alcohol eCHECKUP TO GO again

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5. **Review your personalized feedback (clicking NEXT at the bottom of each page):**

a. YOUR DRINKING PROFILE
b. THE COST TO YOU
c. PHYSICAL COSTS
d. RISK FACTORS
e. PEER COMPARISONS
f. NICOTINE
g. CONSIDERING A CHANGE
h. MY GOALS & ASPIRATIONS
i. MAKING A CHANGE?

6. **Verify Completion of Your eCHECKUP TO GO by clicking on yellow box:**

🛈 RESOURCES

Thank you for completing the eCHECKUP TO GO at North Dakota State University.

If you have been required to complete this program, or if an official at North Dakota State University asked you to verify that you completed the program, you can do so by clicking the button labelled "**Verify Completion of Your eCHECKUP TO GO**".

✔ Verify Completion of Your eCHECKUP TO GO

🖨 Print Feedback Report

🖨 Print Input Summary

🖨 Print Output Summary

7. **Enter your Personal Information and select "First Year or Transfer Student"**

Electronic Verification of Completion

Your Alcohol eCHECKUP TO GO information and feedback profile will remain anonymous and are not made available via this program.

By completing this program, an electronic record of your personal information (i.e., name, id number and e-mail address) will be made available to the official you select below. If you do not want to notify a North Dakota State University official that you completed the program, you may log out at anytime.

Your Personal Information

Please provide all of the information requested below.

Your name:

TEST

Your email address:

TEST

North Dakota State University ID number:

000000000

Send my verification to: (Recipient)

First Year or Transfer Student

8. **Indicate Your Consent and click Submit at bottom of page.**

Your Consent

☑ YES, having read and understood the Terms of Service below, I agree to complete the Electronic Verification of Completion and allow North Dakota State University representatives to access my responses.

9. Congratulations! You have successfully completed NDSU eCHECKUP TO GO. Your final step would be to download or print your certificate of completion should you want to keep a record of your verification.

Your Electronic Verification of Completion entry is complete

Keep A Record of Your Verification:

Download as PDF   Print Page
This will be your ONLY chance to print or download a record of this entry.