

Step-by-Step Cannabis e-CHECKUP TO GO Instructions

1. Go to the following web address: www.sandiego.edu/chwp/echeckup/.
2. Read through the Main page titled "Cannabis e-CHECKUP TO GO!" as well as the specific page titled "Mandated Students".
3. Click the blue button titled "Begin the Cannabis eCHECKUP TO GO" or go to the following web address: <https://interwork.sdsu.edu/echeckup/usa/mj/coll/index.php?id=SanDiego>.
4. Listen to the Cannabis e-CHECKUP TO GO introduction video by Richard Moyer, Psy.D.
5. Click the green button titled "Start a new eCHECKUP TO GO".
6. Complete all survey questions within each of the following sections and click *next* at the bottom of each page to move to the next section.
 - About Me
 - About Your Use
 - Good Things
 - Time
 - Money Matters
 - Your Peers
 - Alcohol
 - Not-So-Good Things
 - Time
 - Changes
7. Check your response for errors. If every section is complete and accurate, click "**Submit**" at the bottom of the page.
8. **Important:** Write down or save your Cannabis e-CHECKUP TO GO User Identification Number (UID) in a safe place. You will need this number if you wish to:
 - Review your responses at a later time.
 - Verify your completion of the program at a later date.
 - Complete the Cannabis eCHECKUP TO GO again.
9. Review the "Your Profile" section for a summary of your responses and click "Next" at the bottom of each page until you arrive at the "Considering a Change" section.

10. Select a response for each statement within the “Considering a Change” section. Click “Next” at the bottom of the page.
11. Review all of the information listed under the “My Goals & Aspirations” page. Click “Next” at the bottom of the page.
12. Review all of the information listed under the “Making a Change?” page. Click “Next” at the bottom of the page.
13. Review all of the information listed under the “Resources” page.
14. Thank you for completing the eCHECKUP TO GO! If you have been required to complete this program by the University of San Diego, please click the orange button labeled “**Verify Completion of Your eCHECKUP TO GO**”.
15. Fill out the “Your Personal Information” under the Personal Reflections Program section. Then click the “NEXT” button. Fill in the following information:
 - Your name
 - Your email address: *use your USD email*
 - University of San Diego ID number
 - Send my verification to: *select **Chris Burden** (AVP of Student Wellness)*
16. Add your responses to the questions under the “Your Personal Reflections” section. Click “Next” at the bottom of the page.
17. Check the box under the “Your Consent” and review the “Terms and Conditions”. Click “**Submit**” when complete.
18. Keep a record of your verification by selecting one of the following options:
 - Download as PDF
 - Print Page

Thank you for taking the time to complete the Cannabis eCHECKUP TO GO program. Please email the Center for Health and Wellness Promotion at chwp@sandiego.edu if you have any technical questions or would like to learn more about getting connected to resources on campus or in the community.

*Non-mandated students are not required to verify completion of the program nor fill out the “Your Personal Reflections” section.

These instructions were last updated in May 2023.