

TRAINING GUIDE - ADD MY VACCINATION

Scan or take a picture of your vaccination documentation, i.e. vaccination record card (front only), QR Code (image with **all** vaccination information), medical document from provider, or **exemption form(s)**. Documentation needs to include all vaccination information such as date(s) of vaccination and manufacturer (remember where you saved your document, you will need to access the file in a future step).

2. Access Worker Task: Add My Vaccination

Q Add m Add My Vaccination

Or, from the Workday Home Page:

Select Link: Add My Vaccination



Task

Returning to Campus We are excited to welcome you back to campus! Our top priority has been the health and safety of everyone in our... Add My Vaccination

Add My Vaccination Indiana Jones

Attachment required. Upload a copy of your vaccination record(s). Select Document Category: COVID-19 Vaccination Record.



In the field: Vaccine Type, select from the drop down list:

Vaccine Type *	Şearch	:=
Vaccination Status *	COVID-19 Vaccination	
	OVID-19 Vaccination - Exemption	

In the field: Vaccination Status, select from the drop down:

Vaccination Status *	Şearch	
	O Vaccinated	



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You will then be prompted to enter Vaccination Details, the Vaccine Manufacturer, Dose (Vaccination Event Type), and Date of Dose (Vaccination Event Date).

Vaccination Details

Vaccine		∷≡	
Vaccination Event Type		≔	
Vaccination Event Date *			
vacone type	🔘 Johnson & Johnson		
Vaccination Status *	Moderna		
Vaccination Details	Other Pfizer		
Vaccine	Şearch	≔	
	× Moderna		

Vaccination Details

Vaccine	O Dose 2 of 2 Booster
Vaccination Event Type	Şearch :≣
Vaccination Event Date *	MM/DD/YYYY

Vaccination Details



Attestation I understand that providing false information may lead to disciplinary action.



You must attach a copy of your vaccination record. Select **Document Category: COVID-19 Vaccination Record**. You will receive an error message if the attachment is not uploaded:

Error

1. Page Error - Proof of Vaccination Must be Attached

Attachments

SHOT

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Get	/ourShc	ot.p	ong	g	
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Successfully Uploaded!

Description			
Category 🔸	•	search	:=
		× COVID-19 Vaccination Record	

Submit the task.

