




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**

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 **Add My Vaccination**
Task

Or, from the Workday Home Page:

Select Link: Add My Vaccination



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.

Vaccine Type *

Vaccination Status *

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

Vaccine Type *

Vaccination Status * ☐ COVID-19 Vaccination
☐ COVID-19 Vaccination - Exemption

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

Vaccination Status *

☐ Vaccinated



Vaccination Details

Vaccination Details

Vaccination Details

Confirm

Error

- ## Attachments



Submit the task.

Submit