For Managers
How to Verify Team Member Vaccination Status

1. Log in to VaxTrax using your UVA Health user ID, e.g. mst3k (do not use your full email address) and password (your password is the same password you use for email).

2. In the search box, enter the team member UVA Health user ID, name, email address or UVA employee number.

VAX TRAX | Vaccine Management

Go to Appointment Check-In

Use the search box below to find patients by **UVA Computing ID, name, date of birth, email address or UVA employee number.**

| Search | | Search |

3. Confirm you have the correct team member in front of you (team member's supervisor will be listed at the bottom of the page)

4. A green vaccination status indicates the team member is:
   - Vaccinated and is two weeks past their last dose
   - Approved for an exemption (*exemptions will always say, "action required," even though the vaccination status is green*)
   - Marked as remote
   - ***No action is required***

Vaccination Status

| 2021 Covid Vaccine: Vaccinated | Exemption |

5. A yellow vaccination status indicates the team member is:
- Not vaccinated
- Vaccinated, but not two weeks past their last dose
- Not approved for an exemption
- ***Action is required***

Vaccination Status

2021 Covid Vaccine: Action Required   Exemption | Vaccination Record

Below are examples of what you will see:

If a person has no vaccine and is not remote:

Edit   lj3s   Laplace Josh   2021 Covid Vaccine: Action Required   ☐ 100% Remote

If a person has an exemption but no vaccine they are compliant, but must still test:

Edit   pf7u   Pellegrini Franco   2021 Covid Vaccine: Action Required   ☐ 100% Remote

If a person is remote – marked as not needing to come to grounds/facilities for the next year:

Edit   ra4az   Runyan Alan   2021 Covid Vaccine: Remote Worker   ☑ 100% Remote

If they are vaccinated:

Edit   tk6vh   Thiel Kim   2021 Covid Vaccine: Vaccinated   ☐ 100% Remote