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.

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**

![Vaccination Status Image]

**Below are examples of what you will see:**

If a person has no vaccine and is not remote:

![No Vaccine, Not Remote Image]

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

![Exemption, No Vaccine Image]

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

![Remote, Not Vaccine Image]

If they are vaccinated:

![Vaccinated Image]