For Academic Division Faculty and Staff, there is one step to the vaccination documentation process to enter your vaccine status and upload a copy of your CDC issued Vaccination Record Card or other supporting documentation. To document all your vaccine information, you may need to do this process multiple times.

Tasks

- Update Your Vaccination Status
- Modify Your Vaccination Status
- View Your COVID-19 Vaccination Status

Update Your Vaccination Status

1. From the Workday search feature, enter ‘Add My Vaccination’ and select the Add My Vaccination task from the drop-down.

2. First, review the information at the top before proceeding.

3. Use the prompt 📝 in the Vaccine Type field to select COVID-19.

4. Use the prompt 📝 in the Vaccination Status field to select your vaccine status.

   Note: If this field appears empty at first, click the prompt again until you see the options display.

5. If you selected ‘I prefer not to disclose’, click the Submit button.

6. If you selected’ I have NOT received my COVID-19 Vaccine,’ select the Confirm checkbox, and click the Submit button.

7. If you selected ‘I have received my COVID-19 vaccine,’ continue to step 10.
8. Use the prompt in the Vaccine field to select the type of vaccine you received.

9. Use the prompt in the Vaccination Event Type to select which vaccine you received.

10. Use the calendar icon in Vaccination Event Date to enter the date you received your vaccine.

11. For the Attestation, click the Confirm checkbox.

12. Under attachments, you will upload a copy of your COVID-19 Vaccination Record Card. You may drag and drop the document saved to your computer, or you can click on Select files and find the document on your computer. After uploading the file go to the next step.

   Note: Workday allows the following document types: GIF, IEF, JPG, PNG, TIFF, BMP, XWD and PDF.

13. Enter a Description of the document, such as COVID Vaccination Card.

14. Using the prompt, choose the Category list item COVID-19 Vaccination Documentation.

15. Click Submit.

16. Go back to step 3, to enter additional vaccinations.
**PI: Update COVID-19 Vaccination Status**

17. Click **Done**.

18. You will see a ‘You have submitted’ confirmation. If you click **View Details**, you will see

![Process Successfully Completed]

**Modify Your Vaccination Status**

Once you’ve completed your vaccination status, if you need to modify any of the details, follow these steps:

1. From the Workday search feature, enter ‘View Vaccinations’ and select the **View Vaccinations** report from the drop-down.

![View Vaccinations Report]

2. Enter your name in the **Person** field and click the **Enter** button.

3. Click **OK**.

4. Your vaccine information displays.

![Vaccine Information]

5. In the **Business Process** column, click the **related actions** button beside your name.

![Business Process Action]
6. Hover over **Business Process**, then select **Correct**.

7. Edit the fields as needed.

8. When you are finished editing, re-select the Attestation **Confirm** checkbox.

9. Enter a **Comment** in the Comment field that describes your change(s).

10. Optional: Under Attachments, use the delete button to delete the image, Description, and Category, and upload the new image.

11. Click **Submit**.

12. You will receive a ‘You have corrected’ confirmation.

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**View Your COVID-19 Vaccination Status**

To view your COVID-19 vaccination status in Workday, follow these steps.

1. From the Workday search feature, enter ‘View Vaccinations’ and select the **View Vaccinations** report from the drop-down.
2. Enter your name in the **Person** field and click the **Enter** button.

3. Click **OK**.