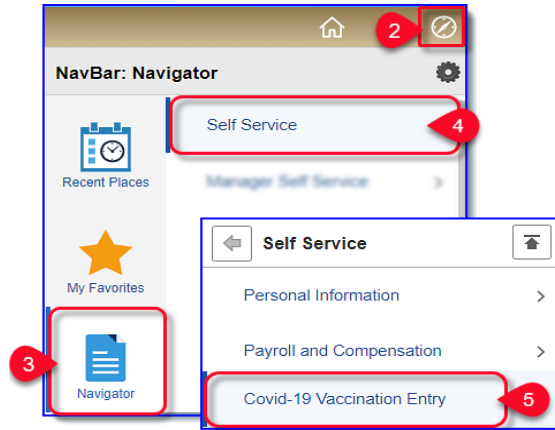


How to Add Covid-19 Vaccination Information

The Covid-19 Vaccination Info Entry page allows district employees to easily report personal Covid-19 vaccination information. Submitted information is later reviewed for accuracy and compliance with state Covid-19 safety protocols. Use the steps in this job aid to add first and second (if applicable) vaccination information including an image of your vaccination card.

Mar 2022

1. Log into [PeopleSoft HCM](#) with your six-digit Employee ID number and password.
2. Click the **Navbar**.
3. Select **Navigator**.
4. Select **Self-Service**.
5. Select **Covid-19 Vaccination Entry**.



6. Select **Vaccination Type** from drop down menu.
7. Enter **First Dose Date**.
8. Enter **Second Dose Date, if applicable**. (IMPORTANT! Second Dose Date *must* be after First Dose Date) . **Important!** This field will not display when Johnson & Johnson Vaccination Type is selected in Step 6.

9. Click **Upload Vaccination Image File (JPEG File)** link.

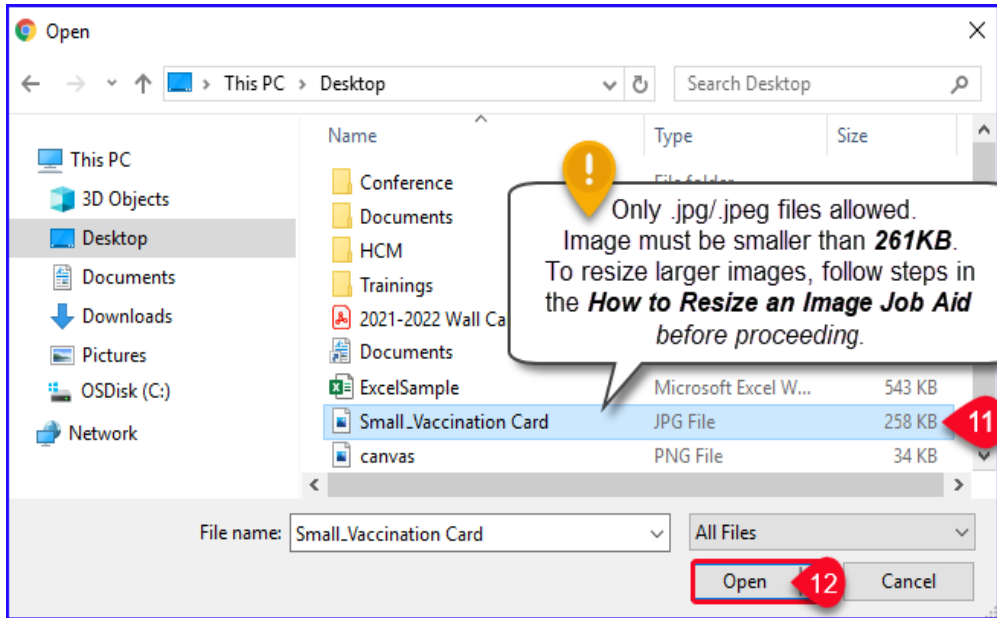
10. On **File Attachment** pop-up window, click **Choose File**.

[Click here](#) to access the **PeopleSoft** site for additional resources and training opportunities. Or follow this navigation path:
SDUSD > Staff Portal > Help Desk > Select PeopleSoft from the IT Resources drop down menu.

How to Add Covid-19 Vaccination Information

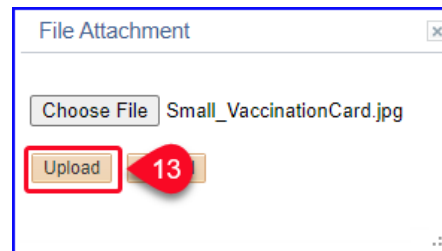
11. Select image file on computer.
IMPORTANT! Only jpeg/jpg format allowed. Image **must be smaller than 261KB**(262144 bytes).

If image is larger than 261KB, resize it using steps outlined in the **How to Resize an Image job aid**, [found here](#), then proceed to Step 12.



12. Click **Open**.

13. When the image name is displayed, click **Upload**.



14. Vaccination Card image should display on right. Click **Save**.

Covid-19 Vaccination Info Entry

Employee ID: 191791 Buckingham Badger

Please select your Vaccination Type, input Vaccination Date(s) and upload a file image of your Covid-19 Vaccination Card. Then click SAVE.

Submission Date: 09/02/2021

Vaccination Type: Covid-19 Moderna

First Dose Date: 07/07/2021

Second Dose Date: 08/04/2021

Upload Vaccination Image File (JPEG File)

Remove Vaccination Image File

14 Save

COVID-19 Vaccination Record Card			
Please keep this record card, which includes medical information about the vaccines you have received. Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.			
Badger, Buckingham		SAMPLE	
Last Name	First Name	MI	
04 / 24 / 2002	NA		
Date of birth		Patient number (medical record or ID record number)	
Vaccine	Product Name/Manufacturer Sample Lot Number	Date	Healthcare Professional or Clinic Site
1st Dose COVID-19	Moderna G220 ES MP 09	07 / 07 / 21 mm dd yy	LH4, LW-Madison, 608-265-5600
2nd Dose COVID-19	Moderna G201 ES MP 09	08 / 04 / 21 mm dd yy	LH4, LW-Madison, 608-265-5600
Other		mm dd yy	
Other		mm dd yy	

15. Click **OK** on confirmation message.

Important! To remove a previously uploaded Vaccination Card image, click **Remove Vaccination Image file** link on **Covid-19 Vaccination Info Entry page**.

