# 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.

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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.**
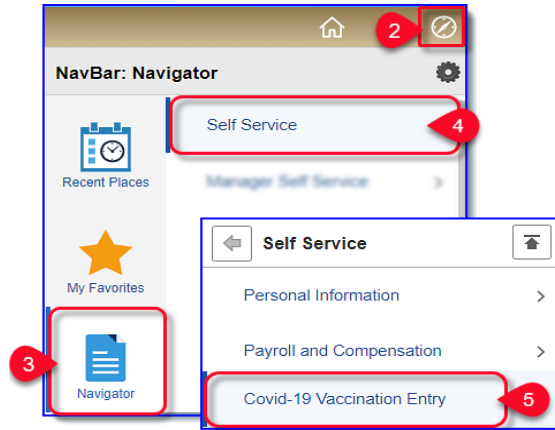
6. Select **Vaccination Type** from drop down menu.

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 St*ep 6.*

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

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

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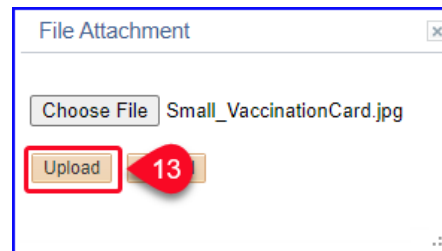
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11. Select image file on computer.
    IMPORTANT! Only jpeg/jpg format allowed. Image **must be smaller** than **261KB**(262144 bytes).

    *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.*
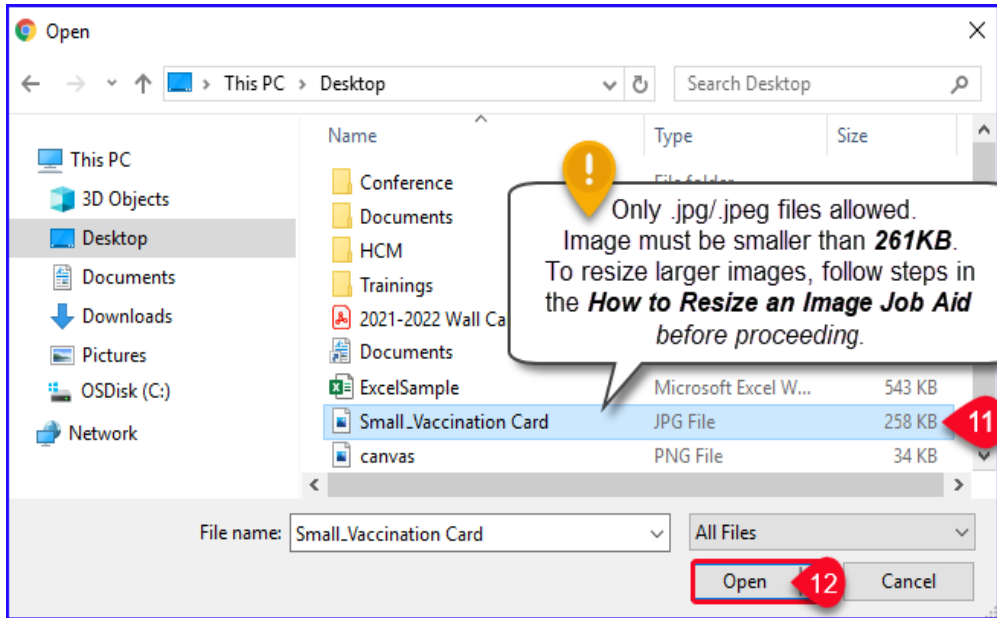
12. Click **Open**.

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

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

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**.

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