HOW TO UPLOAD YOUR COVID VACCINE INFORMATION AND VACCINATION CARD

1. Click on







3. Click on "COVID Vaccine Status" under the personal information tab

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Should you require assistance using these instructions or employee self-service in general, please contact <u>HR@moravian.edu</u> or call 610-861-1527.



5. Fill in your COVID vaccine information and click "Save"

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6. Click "My Attachments"

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