

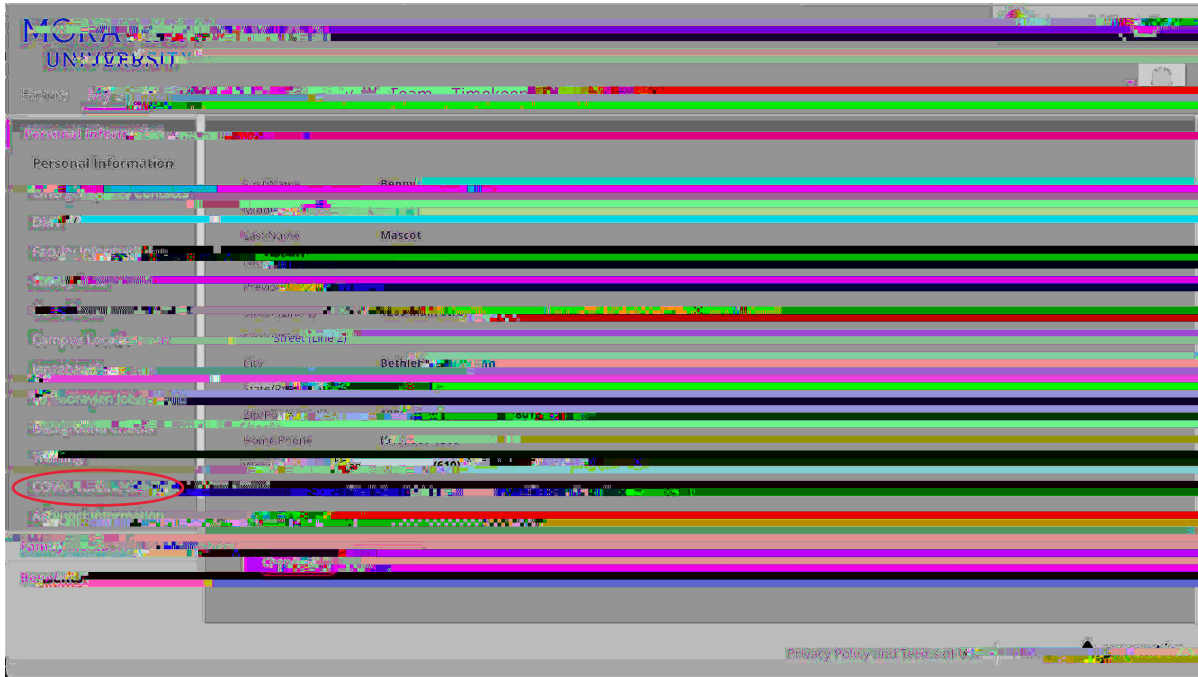
HOW TO UPLOAD YOUR COVID VACCINE INFORMATION AND VACCINATION CARD

1. Click on

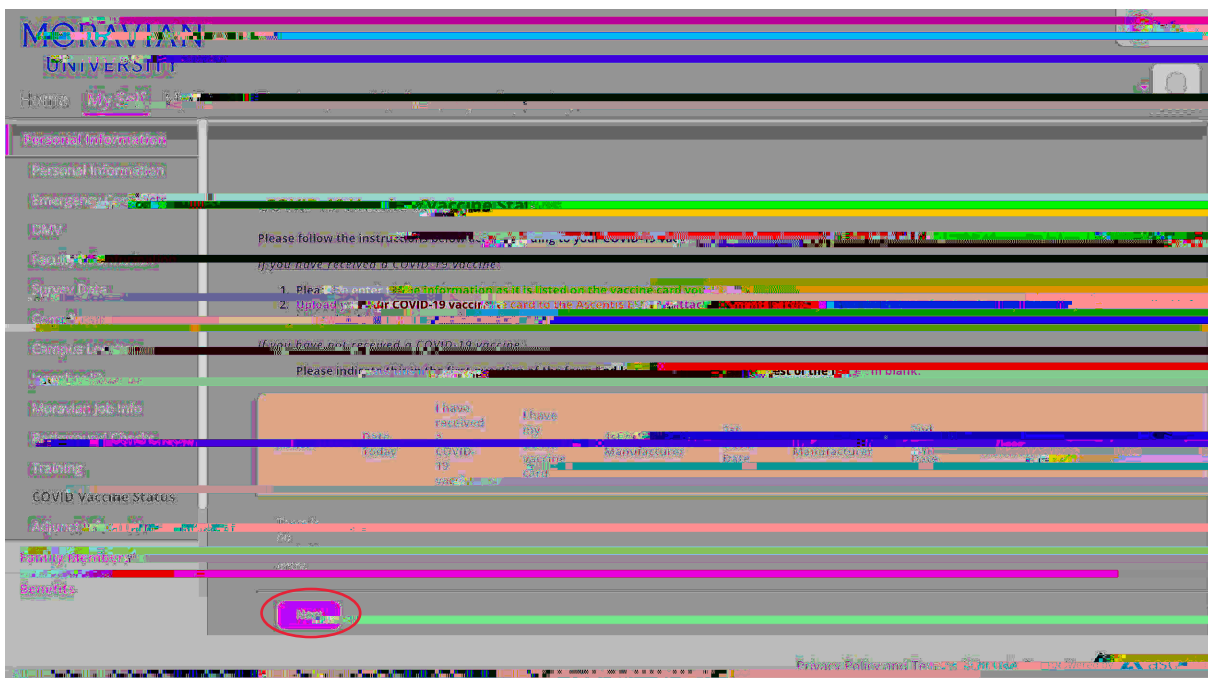




3. Click on "COVID Vaccine Status" under the personal information tab



4. Click on "New"



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



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

A screenshot of a web form for entering COVID vaccine information. The form is titled "COVID Vaccine Status" and includes fields for "Booster: Date", "Other 2: Manufacturer", "Other 2: Date", and "Save my COVID vaccine info". A red circle highlights the "Save my COVID vaccine info" button. The form is part of a larger system with a sidebar on the left containing various menu items.

6. Click "My Attachments"

A screenshot of the "My Attachments" menu item in the sidebar. The menu item is highlighted with a red circle. The main content area shows a form with fields for "Booster: Date", "Other 2: Manufacturer", "Other 2: Date", and "Save my COVID vaccine info". A "Cancel" button is visible in the bottom right corner of the form area.

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Should you require