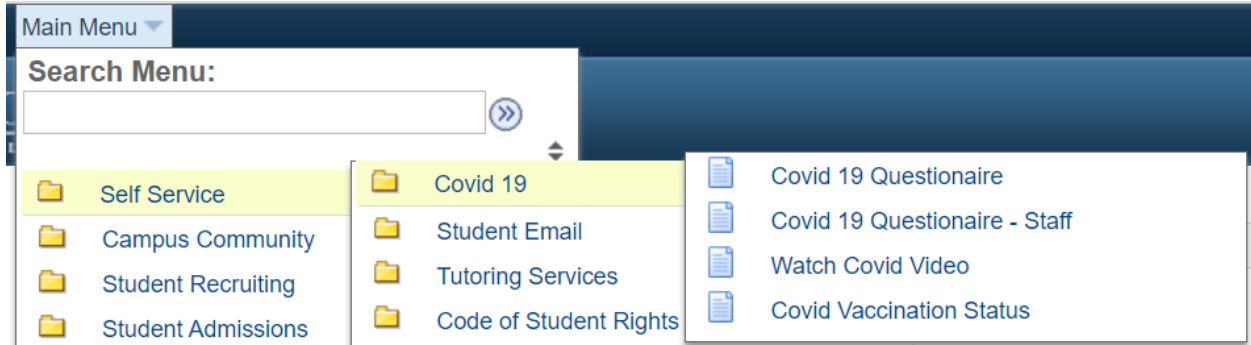


## Covid Vaccination Status Entry September, 2021

1. Click on Main Menu – Self Service – Covid 19 – Covid Vaccination Status



2. **Click on Add a new value** - if this is the first time you've accessed the screen. If you have already entered some information, proceed to step 3.

### Covid Vaccination Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Click Add a New Value

Basic Search 

## Covid Vaccination Status Entry September, 2021

3. Enter the appropriate vaccination information. Please make sure you click **SAVE** when this is complete. **Step 4**

Use this link if you are fully vaccinated and need a copy of your receipt to upload.

<https://covid19.ontariohealth.ca/>

The screenshot shows the 'Covid Vaccine Status' form. At the top, there is a 'Fully Vaccinated' checkbox. Below it, a text box explains that fully vaccinated individuals are asked to upload a copy of their second vaccination dose receipt. There are fields for 'Vaccination #2 Date', 'Vaccine #2 Type' (a dropdown menu), and 'Other Vaccine #2 Type'. Below these are buttons for 'Upload Dose #2 Receipt Document' and 'View Dose #2 Receipt Document'. A callout box points to the 'Upload Dose #2 Receipt Document' button, stating 'Upload the receipt for your second dose'. Another callout points to the 'Vaccine #2 Type' dropdown, stating 'Select the type of your second vaccine from the drop down list'. A third callout points to the 'Vaccination #2 Date' field, stating 'Enter the date of your 2nd vaccine'. Below the upload fields, there are four radio button options: 'Receive at least 1 Dose', 'Unable to be Vaccinated', 'Chosen not to be vaccinated', and 'Prefer not to provide status'. Callouts explain these options: 'Click here if you are fully vaccinated (2 doses)' points to 'Fully Vaccinated'; 'If you have received the first dose, click here' points to 'Receive at least 1 Dose'; 'If you are not vaccinated, click on the appropriate response' points to the other three radio buttons. Below the radio buttons, there are four text boxes for reasons: 'I have received at least one dose of the vaccine and will receive a second dose when offered or when able to do so, based on provincial criteria but no later than October 15, 2021. You will be required to rapid test until 14-days after your second dose of the COVID-19 vaccine.', 'I am unable to be vaccinated for medical reasons.', 'I have chosen not to be vaccinated at this time.', and 'I prefer not to provide St. Clair College with my vaccination status.'. Below these is a section titled 'All persons who are not vaccinated must watch this video.' with a video player and a 'You must watch this video. Please click here.' button. A callout points to this button, stating 'If you are not vaccinated click here to watch the video'. At the bottom, there is a 'Failure to disclose the proper information is fraud and is subject to termination or dismissal.' warning, and fields for 'Last Update by:' and 'Last Date Updated:'. At the very bottom, there is a yellow 'Save' button.

4. Click Save

