Job Aid – on updating vaccine information and uploading the Vaccine Card

In Workday, click on the Profile Icon (cloud/Photo) and choose “View Profile”.

![Profile Icon](image)

In the left navigation bar, click “Personal”.

Under Additional Data, click Edit.

Instructions are available for your reference.

Choose the “Manufacturer”
Enter the “Date of First Dose”.
Enter the “Date of Second Dose”.
Choose the “Manufacturer for Booster”.
Enter the “Date of Booster Dose”.

Select the check box for “I have uploaded the Vaccine Card” and “I have uploaded the Booster Dose Card” and upload the vaccine card and the booster vaccine card under the documents tab. (Example, it may be one card that contains all vaccine information or two cards).
Click "Okay" and next "Done".

**Steps to Upload Vaccine Card**

In the left navigation bar, click "Personal".

Under "Documents", click Add.

Next click select and navigate to the document that needs to be uploaded. *(Please note if you need to upload a second vaccine card to verify your booster dose, complete this step again).*

Click "Ok".
Under “**Document Category**”, select “**Covid-19 Vaccination Record Card**”. Comment is optional.

Click OK.

Once uploaded the below message will be displayed this completes the process.

Click “**Done**”.

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