

HOW TO UPLOAD YOUR COVID VACCINE INFORMATION AND VACCINATION CARD

1. Click on

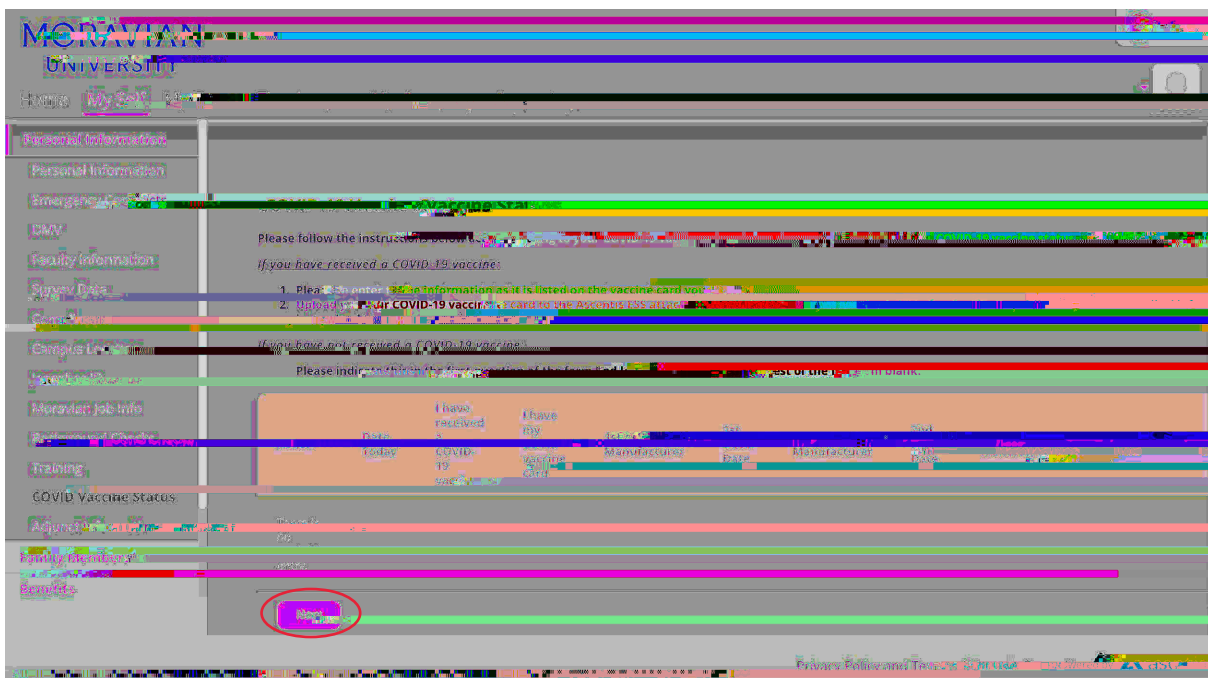




3. Click on "COVID Vaccine Status" under the personal information tab



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 Information" and includes fields for "Date Rec'd", "Manufacturer", "Other 2: Manufacturer", "Other 2: Date", and "I have my COVID vaccine vaccine card". A red circle highlights the "Save" button at the bottom right of the form.

6. Click "My Attachments"

A screenshot of a web interface showing a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like "Training", "COVID Vaccine Status", "Adjunct Information", "Family Members", "Benefits", "My Paycheck", "My Attachments", and "My Address". The "My Attachments" item is circled in red. The main content area shows a form with fields for "Booster: Date", "Other 2: Manufacturer", "Other 2: Date", and "I have my COVID vaccine vaccine card". A "Cancel" button is visible at the bottom right of the form.

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Should you require