

MORAVIAN UNIVERSITY

HOW TO UPLOAD YOUR COVID VACCINE INFORMATION AND VACCINATION CARD

1. Click on “MY SELF” tab

The screenshot shows the Moravian University employee self-service portal. The top navigation bar includes 'Home', 'My Self' (circled in red), 'My Team', 'Timekeeper', 'My Company', and 'Reporting'. The left sidebar contains a list of menu items: 'Personal Information', 'Family Members', 'Benefits', 'My Paycheck', 'My Attachments', and 'My Notes'. The main content area is divided into three columns. The first column, titled 'Personal Information', contains a list of links: 'Personal Information', 'Emergency Contacts', 'DMV', 'Faculty Information', 'Survey Data', 'Compliance', 'Campus Location', 'Jenzabar ID', 'Moravian Job Info', 'Background Checks', 'Training', 'COVID Vaccine Status', and 'Adjunct Information'. The second column, titled 'My Paycheck', contains links for 'Last Paystub', 'Paystub History', and 'More...'. The third column, titled 'My Attachments', contains a link for 'Attachments'. Below these columns is a section for 'My Notes' with a link to view and update notes. The footer includes 'Privacy Policy and Terms of Use' and 'Powered by Ascentis'.

2. Click on “Personal Information”

The screenshot shows the Moravian University employee self-service portal with the 'Personal Information' tab selected in the left sidebar (circled in red). The main content area is divided into three columns. The first column, titled 'Personal Information', contains a list of links: 'Personal Information', 'Emergency Contacts', 'DMV', 'Faculty Information', 'Survey Data', 'Compliance', 'Campus Location', 'Jenzabar ID', 'Moravian Job Info', 'Background Checks', 'Training', 'COVID Vaccine Status', and 'Adjunct Information'. The second column, titled 'My Paycheck', contains links for 'Last Paystub', 'Paystub History', and 'More...'. The third column, titled 'My Attachments', contains a link for 'Attachments'. Below these columns is a section for 'My Notes' with a link to view and update notes. The footer includes 'Privacy Policy and Terms of Use' and 'Powered by Ascentis'.

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

MORAVIAN UNIVERSITY

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

The screenshot shows the Moravian University employee self-service portal. The top navigation bar includes 'Home', 'My Self', 'My Team', 'Timekeeper', 'My Company', and 'Reporting'. The left sidebar lists various personal information categories, with 'COVID Vaccine Status' circled in red. The main content area displays personal information for 'Benny Mascot', including first name, last name, address (1200 Main Street, Bethlehem, PA 18018), and contact information. A 'Change' button is visible at the bottom of the personal information section.

4. Click on “New”

The screenshot shows the 'COVID-19 Vaccine Status' form in the Moravian University employee self-service portal. The left sidebar lists various personal information categories, with 'COVID Vaccine Status' selected. The main content area displays instructions for updating the vaccine status. A table is provided for entering vaccine information, with the 'New' button circled in red at the bottom of the form.

Action	Date Today	I have received a COVID-19 vaccine	I have my COVID vaccine card	1st dose: Manufacturer	1st Dose: Date	2nd Dose: Manufacturer	2nd Dose: Date	Booster: Manufacturer	Booster: Date	Other
--------	------------	------------------------------------	------------------------------	------------------------	----------------	------------------------	----------------	-----------------------	---------------	-------

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

MORAVIAN UNIVERSITY

5. Fill in your COVID vaccine information and click “Save”

The screenshot shows the Moravian University employee self-service portal. The top navigation bar includes "Home", "My Self", "My Team", "Timekeeper", "My Company", and "Reporting". The "My Self" section is active, and the "COVID Vaccine Status" sub-section is selected. The form contains the following fields:

- Date Today: [Calendar icon]
- I have received a COVID-19 vaccine: Yes No
- 1st dose: Manufacturer: N/A
- 1st Dose: Date: [Calendar icon]
- 2nd Dose: Manufacturer: N/A
- 2nd Dose: Date: [Calendar icon]
- Booster: Manufacturer: N/A
- Booster: Date: [Calendar icon]
- Other 2: Manufacturer: N/A
- Other 2: Date: [Calendar icon]
- I have my COVID vaccine card: Yes No

At the bottom of the form, there are "Save" and "Cancel" buttons. The "Save" button is circled in red. The footer of the page includes "Privacy Policy and Terms of Use" and "Powered by Ascentis".

6. Click “My Attachments”

The screenshot shows the Moravian University employee self-service portal. The left sidebar contains the following menu items:

- Training
- COVID Vaccine Status
- Adjunct Information
- Family Members
- Benefits
- My Paycheck
- My Attachments (circled in red)
- My Notes

The main content area shows the "COVID Vaccine Status" form, which is partially visible. The fields shown are:

- Booster: Date: [Calendar icon]
- Other 2: Manufacturer: N/A
- Other 2: Date: [Calendar icon]
- I have my COVID vaccine card: Yes No

At the bottom of the form, there are "Save" and "Cancel" buttons.

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

MORAVIAN UNIVERSITY

7. Click “Add New”

The screenshot shows the Moravian University self-service portal. The user is logged in as 'My Self'. The navigation menu includes Home, My Self, My Team, Timekeeper, My Company, and Reporting. The left sidebar contains links for Personal Information, Family Members, Benefits, My Paycheck, My Attachments, Attachments, and My Notes. The main content area displays a table of attachments with columns for Actions, File Name, Type, Date, Followup Date, and Description. A table with one row is visible, showing an attachment named 'Test UE Certificate.docx' of type 'Employee Info - United Educators Certificate' dated 8/4/2021. Below the table, the 'Add new' button is circled in red. The footer includes 'Privacy Policy and Terms of Use' and 'Powered by Ascentis'.

8. Select “Employee Info - COVID-19 Vaccine Card”, browse to find your Vaccine Card picture on your computer, click “Save Changes”

The screenshot shows the 'Add new' form for an attachment. The form fields are: Date (06/06/2022), Followup Date, Type (Employee Info - COVID-19 Vaccine Card), Description, and File Name (with a Browse button). The 'Save Changes' button is circled in red. The footer includes 'Privacy Policy and Terms of Use' and 'Powered by Ascentis'.

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