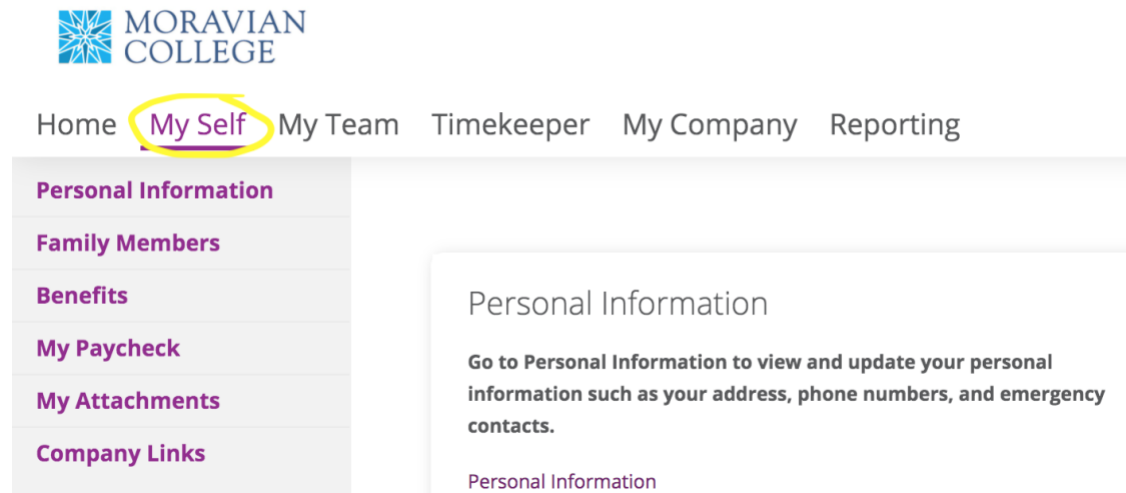


MORAVIAN UNIVERSITY

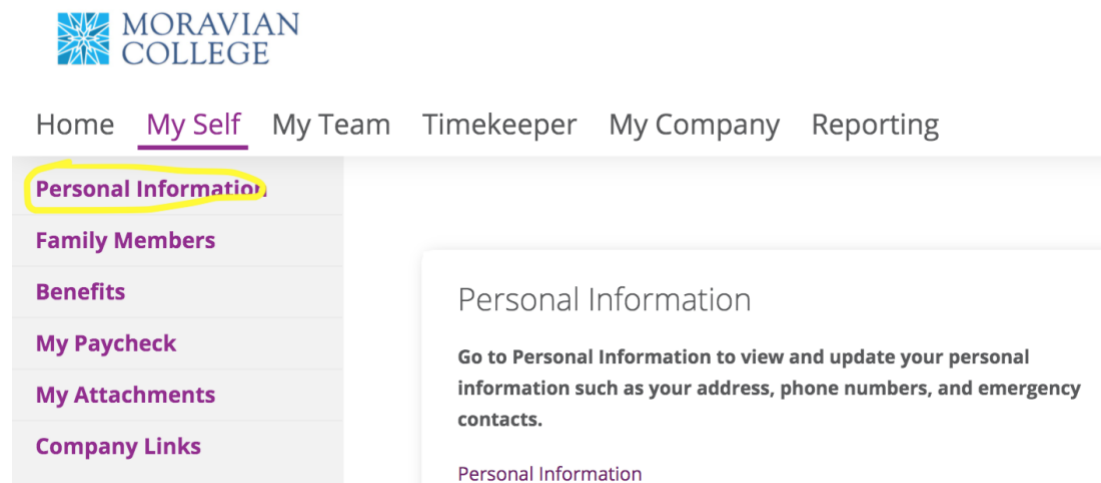
HOW TO UPLOAD YOUR COVID VACCINE INFORMATION AND VACCINATION CARD

1. Click on “MY SELF” tab



The screenshot shows the Moravian College logo at the top left. Below it is a navigation bar with links: Home, My Self (circled in yellow), My Team, Timekeeper, My Company, and Reporting. On the left side, there is a vertical menu with the following items: Personal Information, Family Members, Benefits, My Paycheck, My Attachments, and Company Links. The main content area on the right is titled 'Personal Information' and contains the text: 'Go to Personal Information to view and update your personal information such as your address, phone numbers, and emergency contacts.' Below this text is a link labeled 'Personal Information'.

2. Click on “Personal Information”

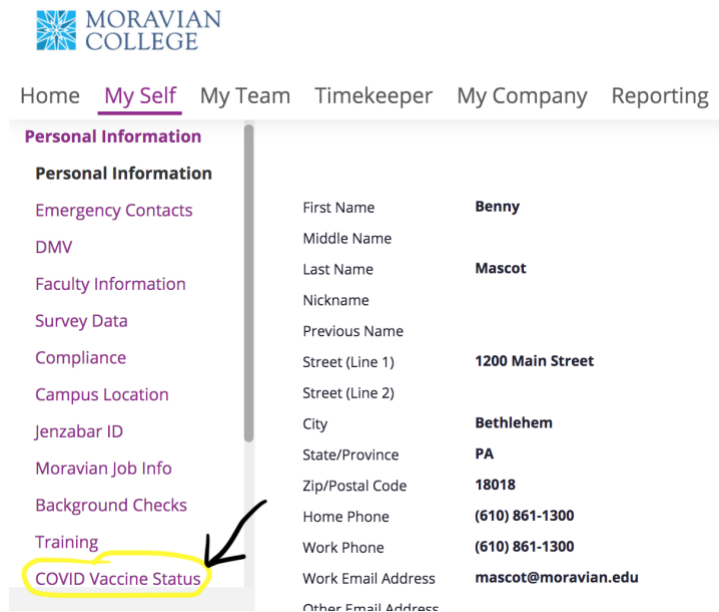


The screenshot shows the Moravian College logo at the top left. Below it is a navigation bar with links: Home, My Self (underlined), My Team, Timekeeper, My Company, and Reporting. On the left side, there is a vertical menu with the following items: Personal Information (circled in yellow), Family Members, Benefits, My Paycheck, My Attachments, and Company Links. The main content area on the right is titled 'Personal Information' and contains the text: 'Go to Personal Information to view and update your personal information such as your address, phone numbers, and emergency contacts.' Below this text is a link labeled 'Personal Information'.

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

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



MORAVIAN COLLEGE

Home My Self My Team Timekeeper My Company Reporting

Personal Information

- Personal Information
- Emergency Contacts
- DMV
- Faculty Information
- Survey Data
- Compliance
- Campus Location
- Jenzabar ID
- Moravian Job Info
- Background Checks
- Training
- COVID Vaccine Status**

First Name: Benny
Middle Name:
Last Name: Mascot
Nickname:
Previous Name:
Street (Line 1): 1200 Main Street
Street (Line 2):
City: Bethlehem
State/Province: PA
Zip/Postal Code: 18018
Home Phone: (610) 861-1300
Work Phone: (610) 861-1300
Work Email Address: mascot@moravian.edu
Other Email Address:

4. Click on “New”

Please follow the instructions below according to your COVID-19 vaccine status. Any updates to your COVID-19 vaccine status should be made as soon as possible.

If you have received a COVID-19 vaccine:

1. Please enter the information as it is listed on the vaccine card you received.
2. Upload your COVID-19 vaccine card to the Ascentis ESS attachments section or send it securely via XMedius Ser just upload the vaccine card.

If you have not received a COVID-19 vaccine:

Please indicate this in the first question of the form and leave the rest of the form blank.


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
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There is no available entry.





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”


Date Today 


I have received a COVID-19 vaccine Yes No


1st dose: Manufacturer 


1st Dose: Date 


2nd Dose: Manufacturer 

2nd Dose: Date 



Other 1: Manufacturer 

Other 1: Date 

Other 2: Manufacturer 

Other 2: Date 

I have my COVID vaccine card Yes No

6. Click “My Attachments”

Home My Self My Team Timekeeper My C

Compliance

Campus Location

Jenzabar ID

Moravian Job Info

Background Checks

Training

COVID Vaccine Status

Family Members

Benefits

My Paycheck

My Attachments

Company Links

COVID-19 Vaccine

Please follow the instructions

If you have received a COVID-19 vaccine

1. Please enter the information
2. Upload your COVID-19 vaccine information just upload the vaccine information

If you have not received a COVID-19 vaccine

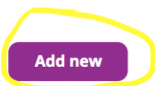
Please indicate this

Action	Date Today
--------	------------



7. Click "Add New"

Show All Attachments ▾

Actions	File Name	Type
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8. Select "Employee Info - COVID-19 Vaccine Card", browse to find your Vaccine Card picture on your computer, click "Save Changes"

Date:	<input type="text" value="05/10/2021"/>	
Followup Date:	<input type="text"/>	
Type:	<input type="text" value="Employee Info - COVID-19 Vaccine Card"/> ▾	
Description:	<input type="text"/>	
File Name:	<input type="button" value="Browse"/>	