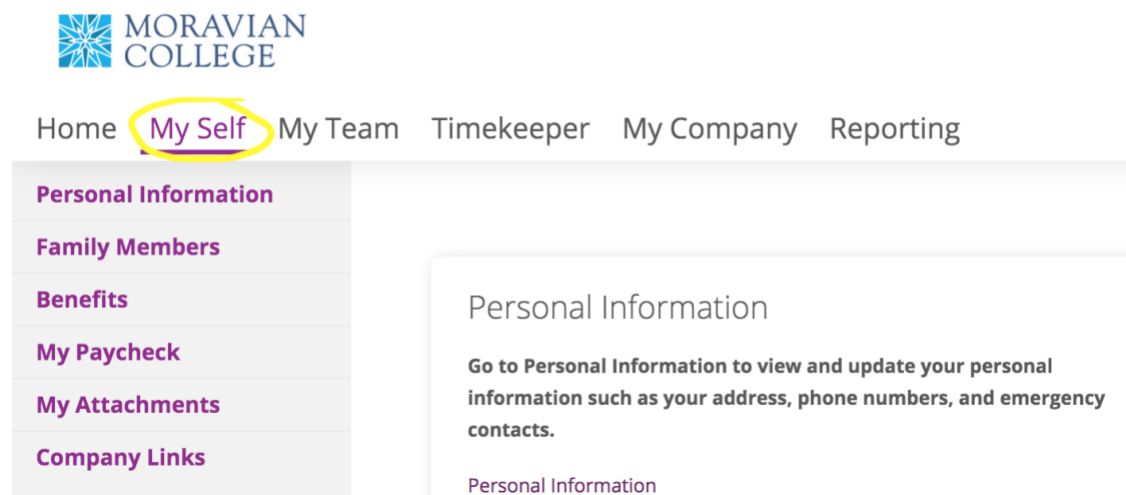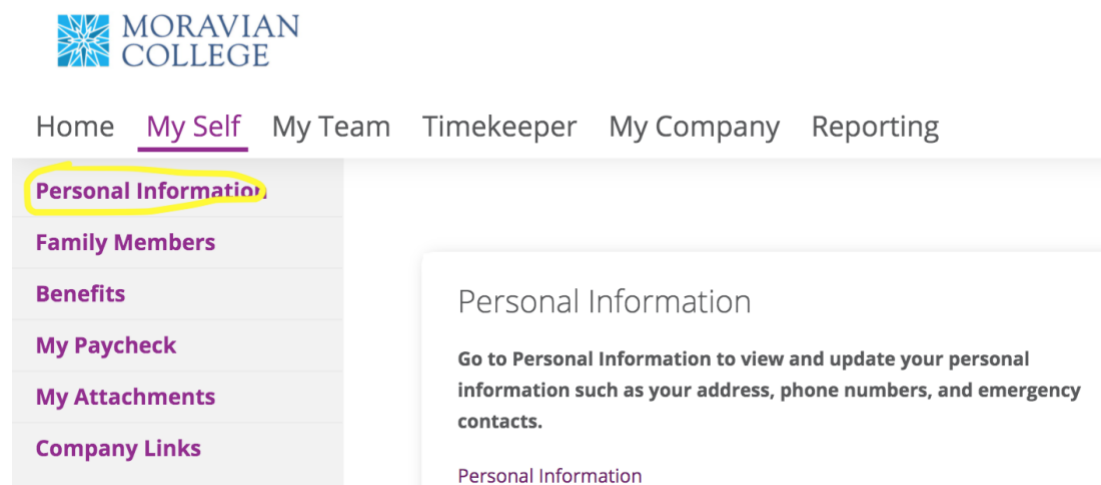# HOW TO UPLOAD YOUR COVID VACCINE INFORMATION AND VACCINATION CARD

1. Click on "MY SELF" tab

2. Click on "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.

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

4. Click on "New"

Please follow the instructions below according to your COVID-19 vaccine status. Any updates to your COVID-19 vaccine

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	2n Do Da
There is no available entry.							

New

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5. Fill in your COVID vaccine information and click "Save"

Date Today   05/10/2021
I have received a COVID-19 vaccine ● Yes ○ No
1st dose: Manufacturer   Pfizer (BioNTech)
1st Dose: Date   04/12/2021
2nd Dose: Manufacturer   Pfizer (BioN Tech)
2nd Dose: Date   04/26/2021
Other 1: Manufacturer   N/A
Other 1: Date
Other 2: Manufacturer   N/A
Other 2: Date
I have my COVID vaccine card   ● Yes ○ No

Save   **Cancel**

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 instructi

If you have received a COVID-1

　　1. **Please enter the inf**
　　2. **Upload your COVID-**
　　　　just upload the vacc

If you have not received a COV

　　Please indicate this

Action	Date Today

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

7. Click "Add New"

Show [All Attachments ▾]

Actions	File Name	Type

Add new

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

Date: 05/10/2021

Followup Date:

Type: Employee Info - COVID-19 Vaccine Card ▾

Description:

File Name: **Browse**

Save Changes   Cancel

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