SAN DIEGO COMMUNITY COLLEGE DISTRICT

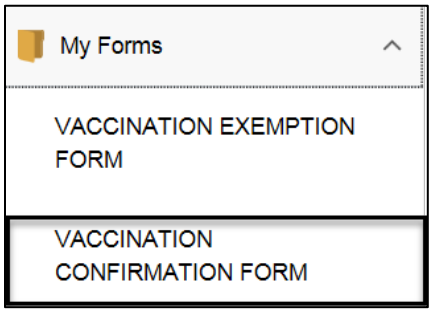
CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

HOW TO SUBMIT A VACCINATION CONFIRMATION FORM

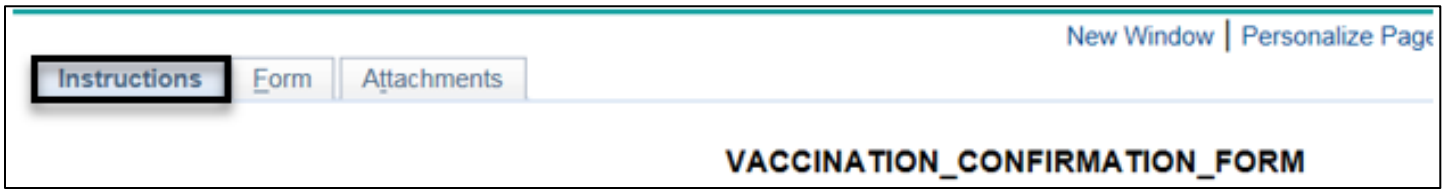
INSTRUCTIONS

These instructions will go over the process of submitting a vaccination confirmation form in PeopleSoft. Please note, there are separate instructions on how to submit a vaccination exemption form.

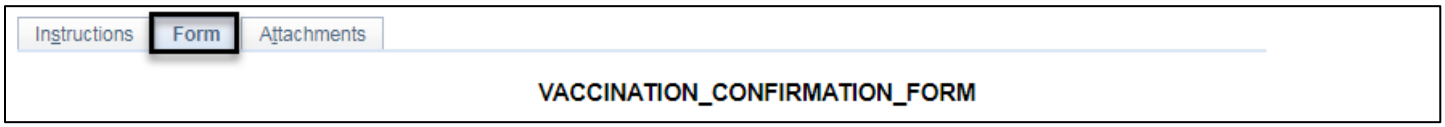
STEP	Instructions
1)	Log in to PeopleSoft. Click on  and  navigate to: **Employee Dashboard → My Forms → VACCINATION CONFIRMATION FORM**



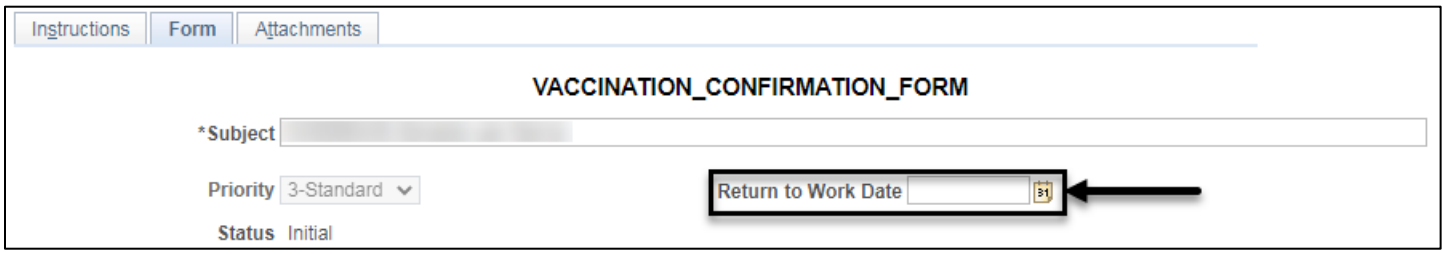
STEP	Instructions
2)	The **VACCINATION CONFIRMATION FORM** is for employees who have received their second dose of either the Moderna or Pfizer COVID-19 vaccination, or a single dose of the Johnson & Johnson vaccination. Select the **Instructions** tab and read the instructions prior to submitting your confirmation form.



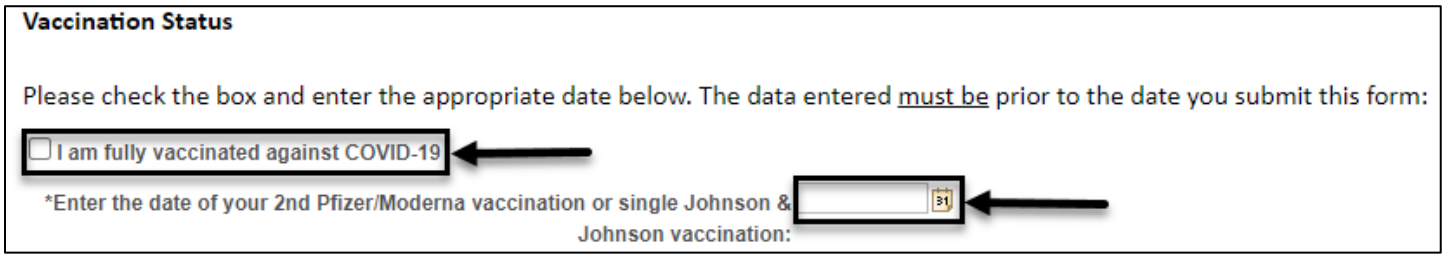
STEP	Instructions
3)	Select the **Form** tab to begin completing the vaccination confirmation form.



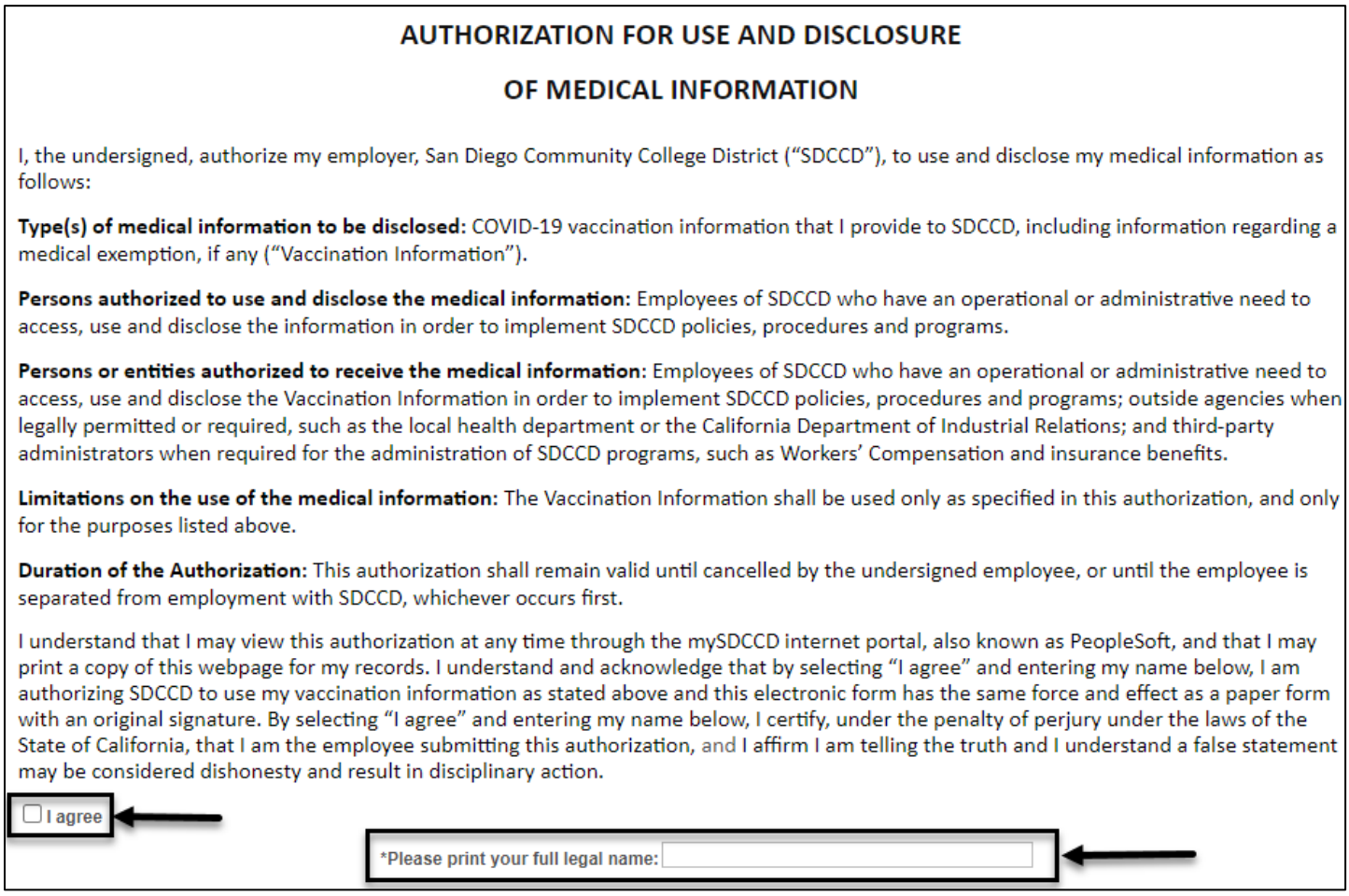
STEP	Instructions
4)	Under **Return to Work Date**, enter the date (7/1/21 or later) you expect to return to work onsite. If your return to work date is unknown at this time, please leave this field blank.



STEP	Instructions
5)	Under **Vaccination Status**, you must check the box stating you are fully vaccinated and enter the date of your second Pfizer/Moderna or single Johnson & Johnson vaccination.

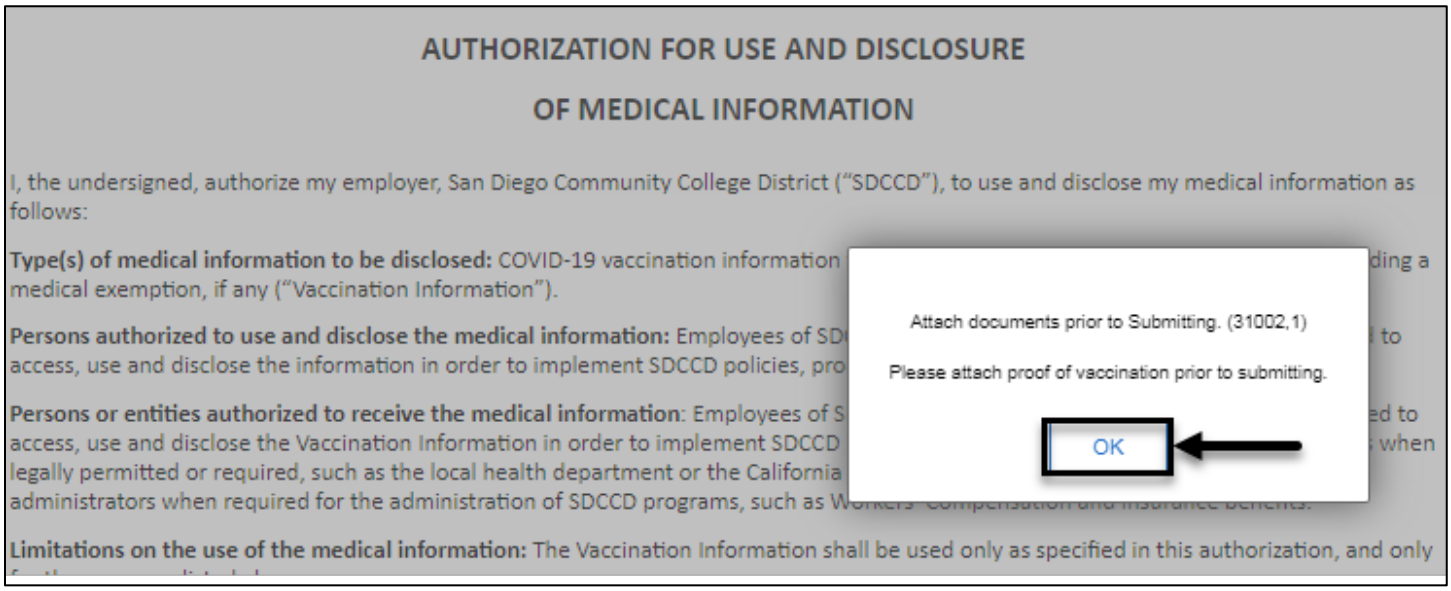


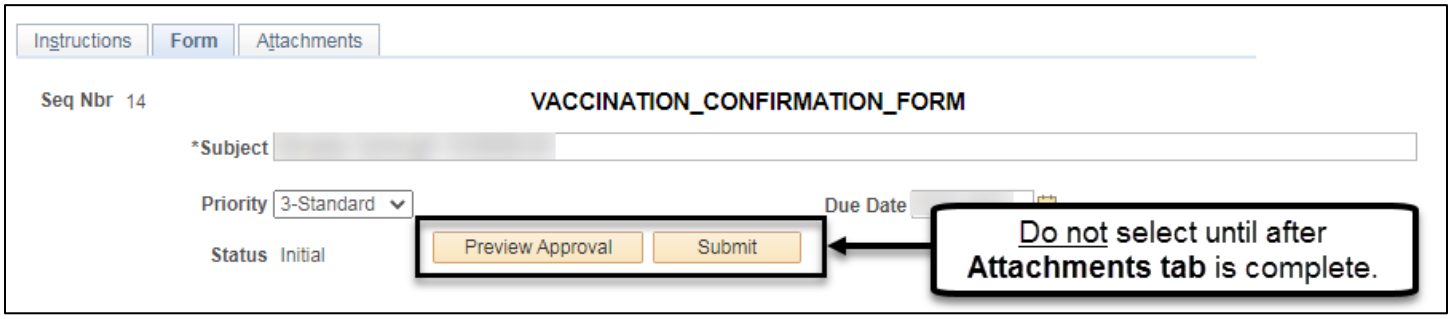
STEP	Instructions
6)	Read the information under **AUTHORIZATION FOR USE AND DISCLOSURE OF MEDICAL INFORMATION**. Check the box next to "**I Agree**" and print your full legal name to agree to the terms.



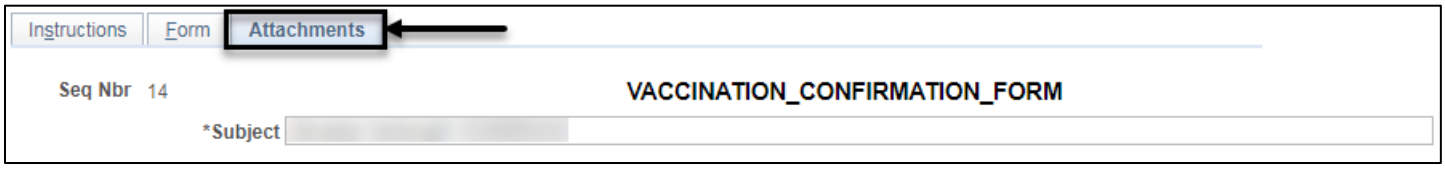
STEP	Instructions
7)	When the form is complete, select **Save** at the bottom of the **Form** tab.

STEP	Instructions
8)	After selecting **Save**, a popup will appear asking for you to attach your proof of vaccination prior to your submission. Select **Ok**. Please note, "Preview Approval" and "Submit" buttons will also pop up on the **Form** tab. **Do not** select either until completing the **Attachments** tab.

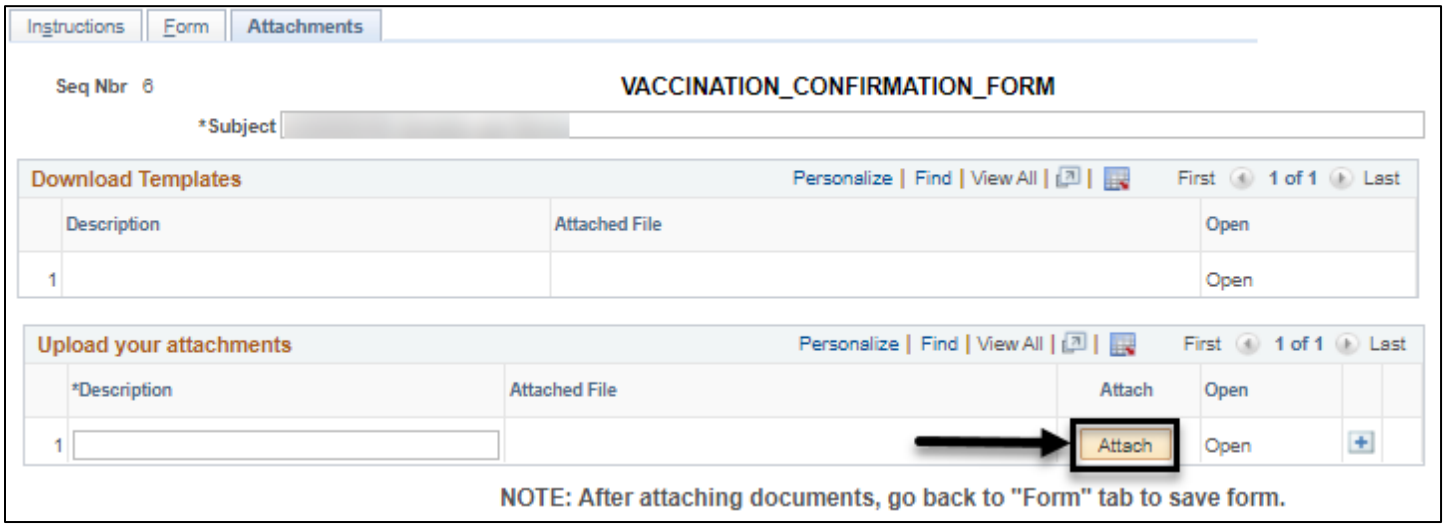




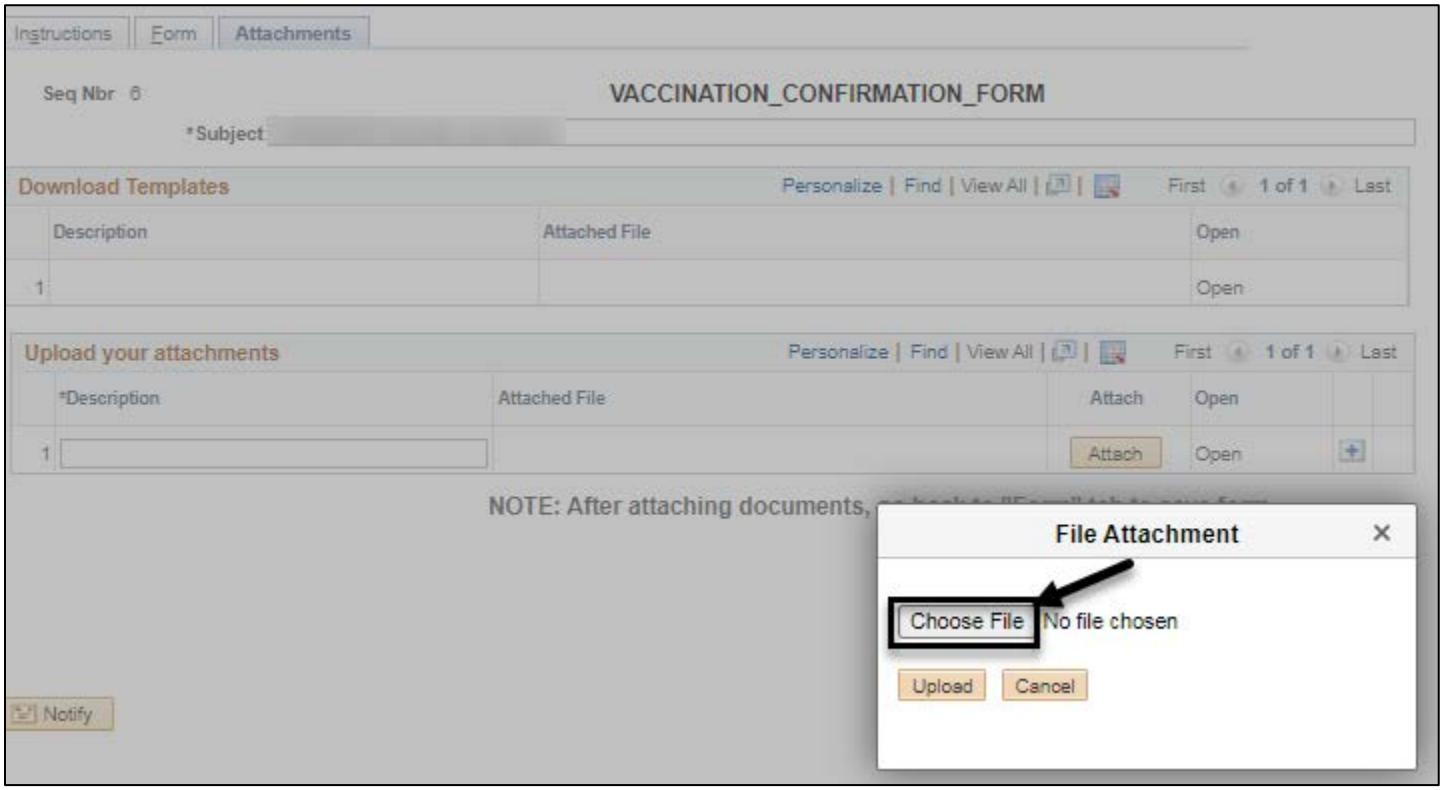
STEP	Instructions
9)	Select the **Attachments** tab.



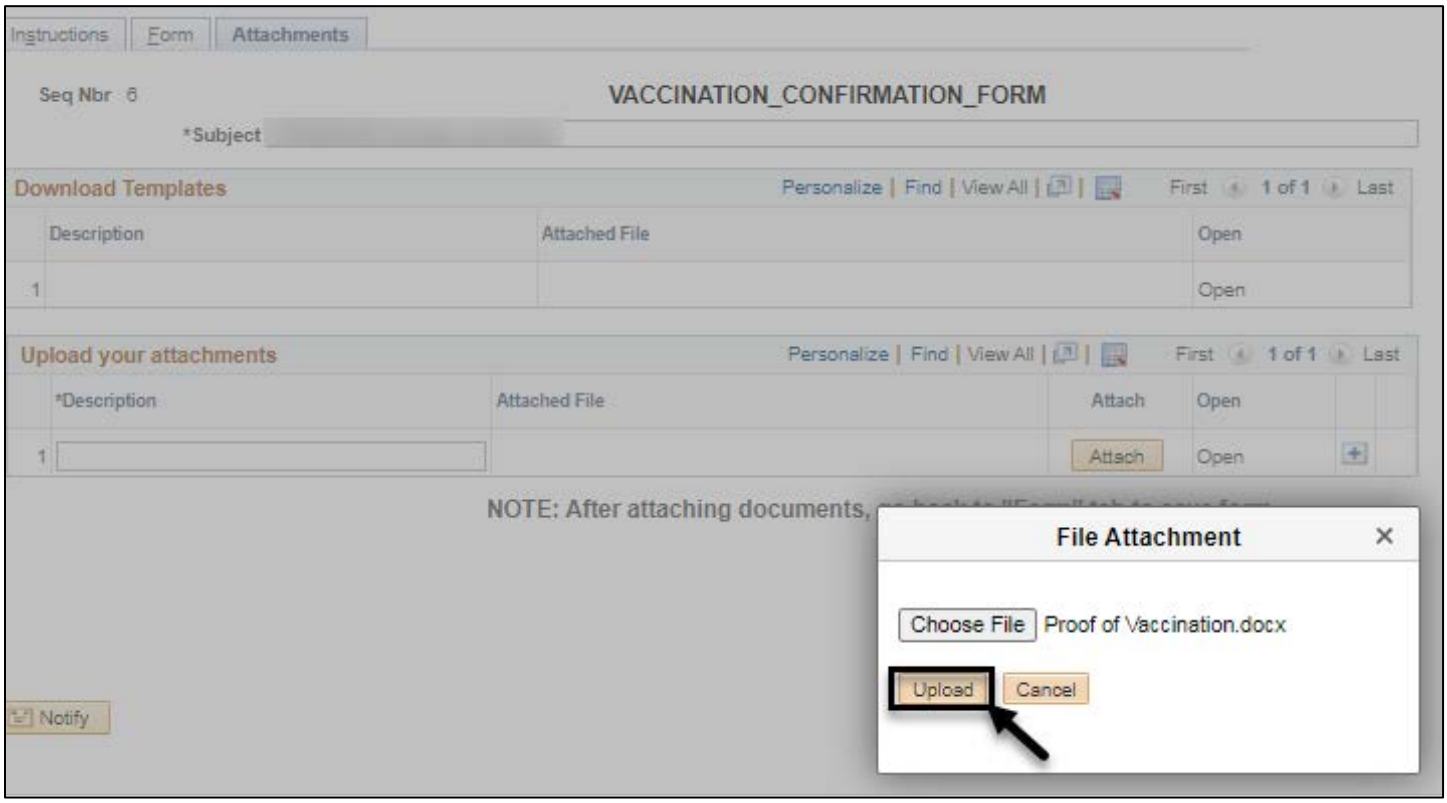
STEP	Instructions
10)	Under **Upload Your Attachments**, select **Attach** to upload your proof of vaccination (copy of vaccination card, email of vaccination confirmation, or other valid confirmation).



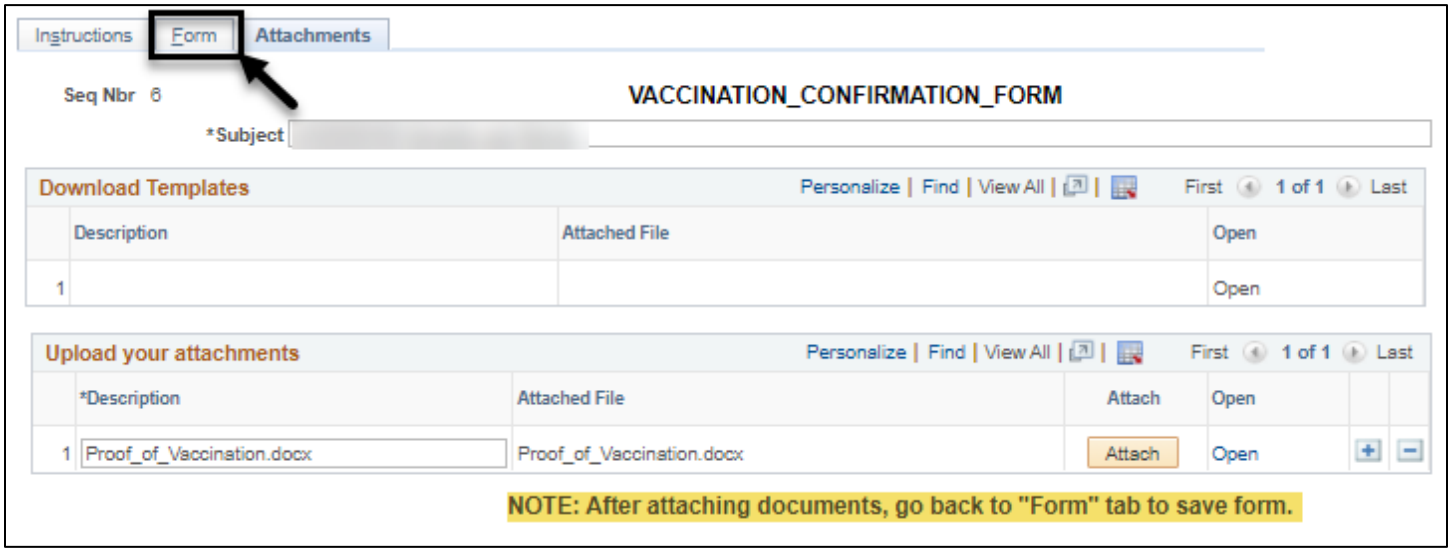
STEP	Instructions
11)	Locate the document you would like to attach by selecting **Choose File**.



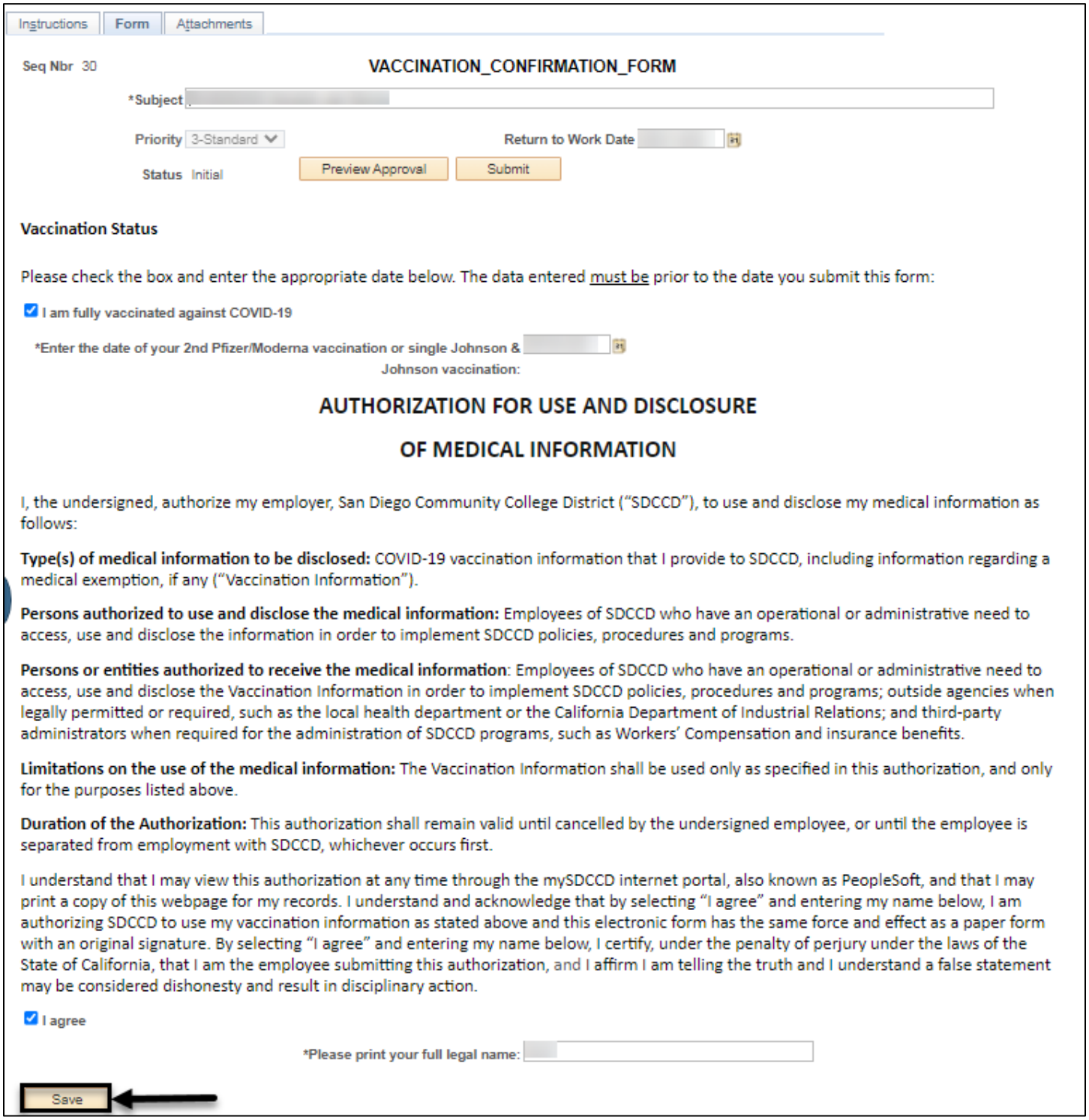
STEP	Instructions
12)	Select **Upload** to upload your proof of vaccination.

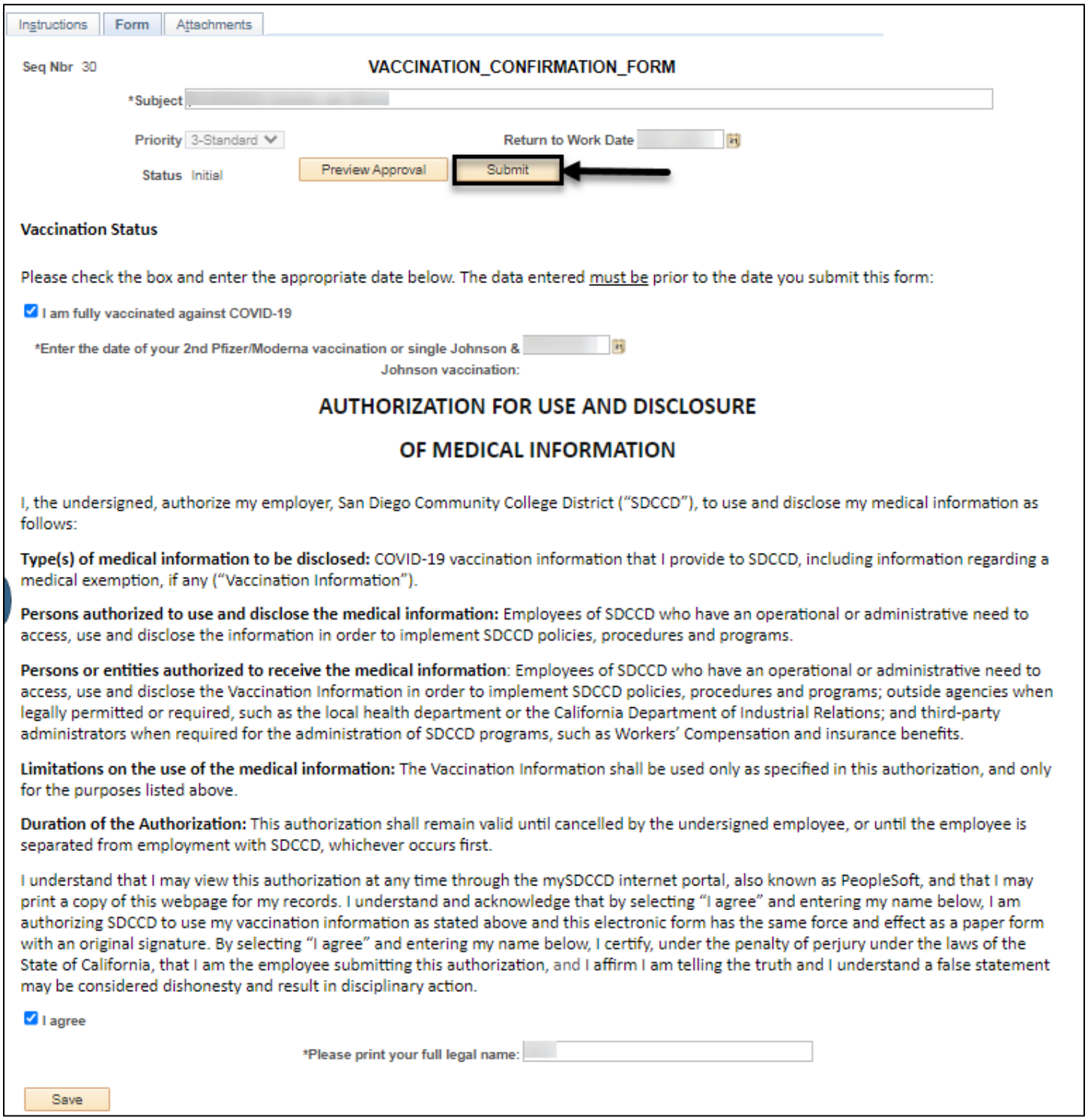


STEP	Instructions
13)	After uploading your proof of vaccination, return to the **Form** tab.



STEP	Instructions
14)	Select **Save** at the bottom of the page. Then, select **Submit** at the top of the page.





STEP	Instructions
15)	You will receive an email notification once your form has been approved or denied.