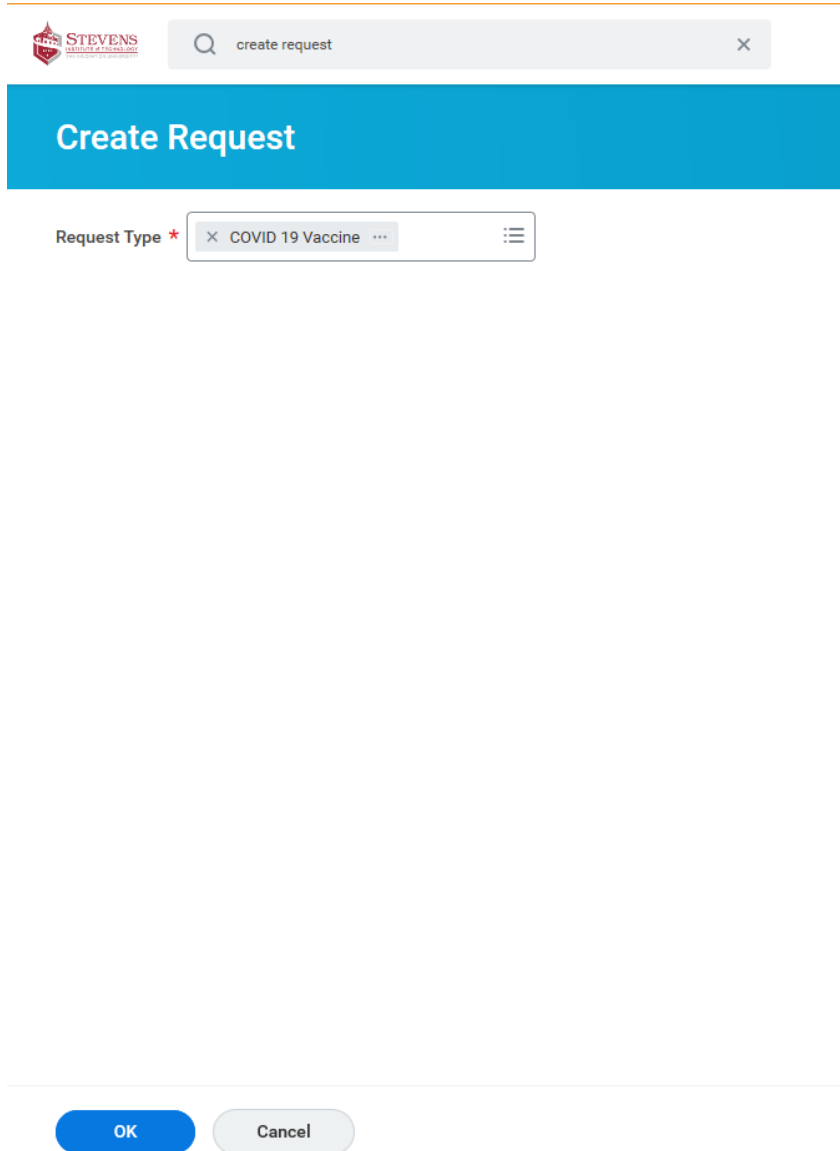


**Completing the Covid-19 Vaccination Request:**

- 1) Search **Create Request** in the Workday search bar or follow this [link](#) to the **Create Request** task and type in **COVID**. Select **OK**

---



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create request

Create Request

Request Type \* COVID 19 Vaccine

OK Cancel

- 2) Upload a picture of your completed **Covid-19 Vaccination Card** under the attachments section. If taking a 2-dose series, you must have had your second shot before submitting your documentation. If you have completed your vaccination series, upload the document and click submit.



create request



## ← COVID 19 Vaccine

Please upload a picture of your **COMPLETED** Covid-19 Vaccination Card



enter your comment

### Attachments

Drop files here

or

Select files

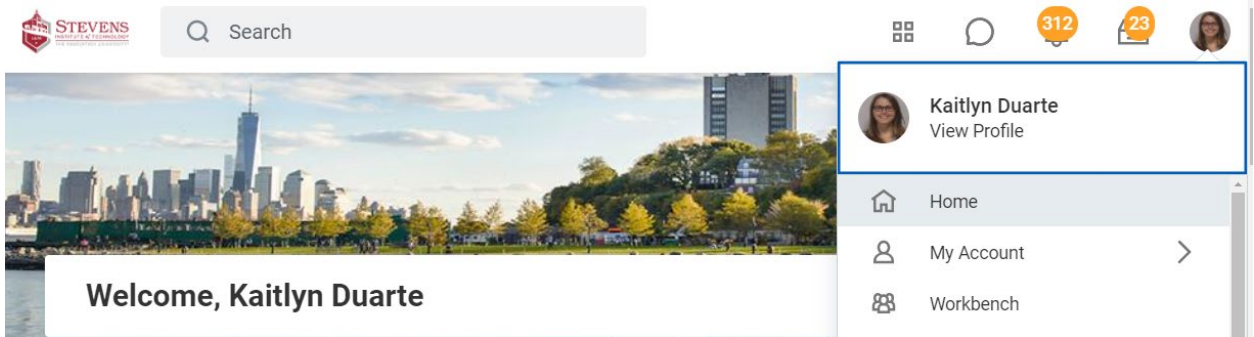
Submit

Save for Later

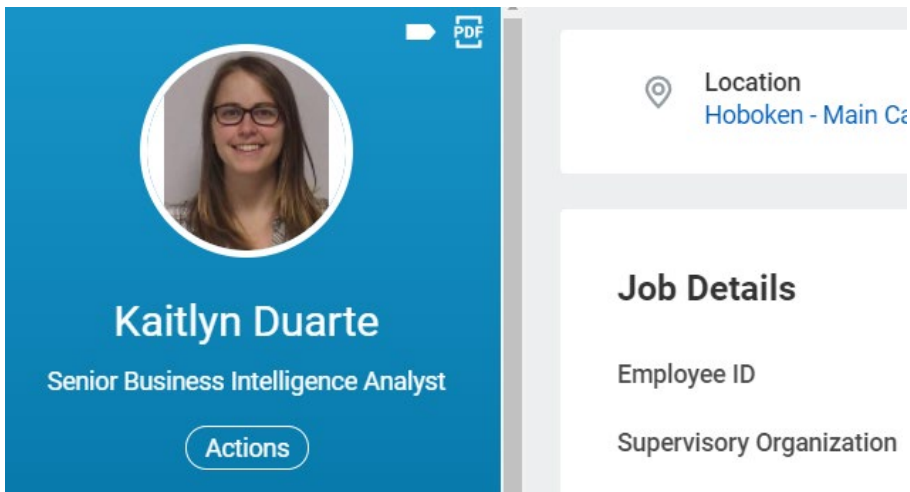
Cancel

**Checking your vaccination record:**

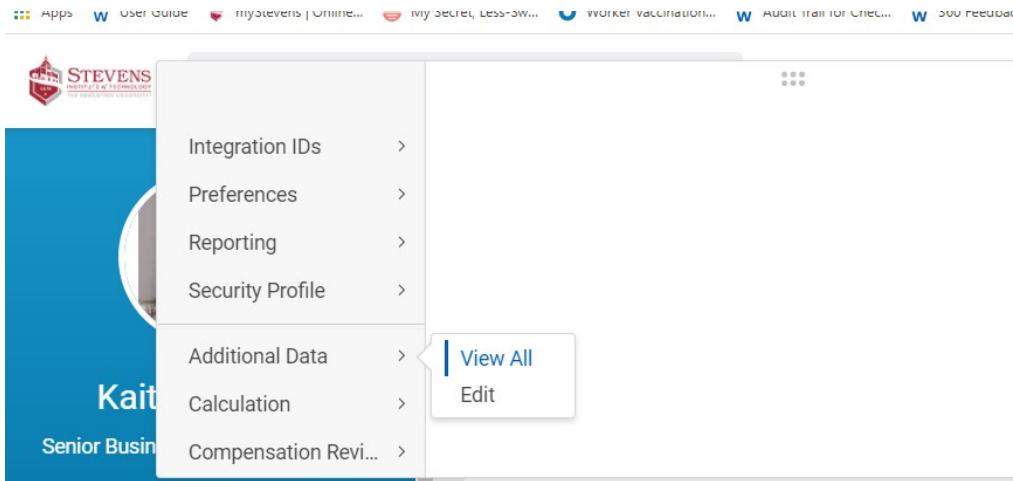
- 1) From your workday homepage click your picture in the top right-hand corner and click **view your profile**.



- 2) Under your photo click the **actions** button



- 3) Scroll down through the options to **view additional data**



- 4) If your vaccine card has been processed then this data will be populated.

## Employee COVID-19 Vaccine

Manufacturer



Completion Date



Edit