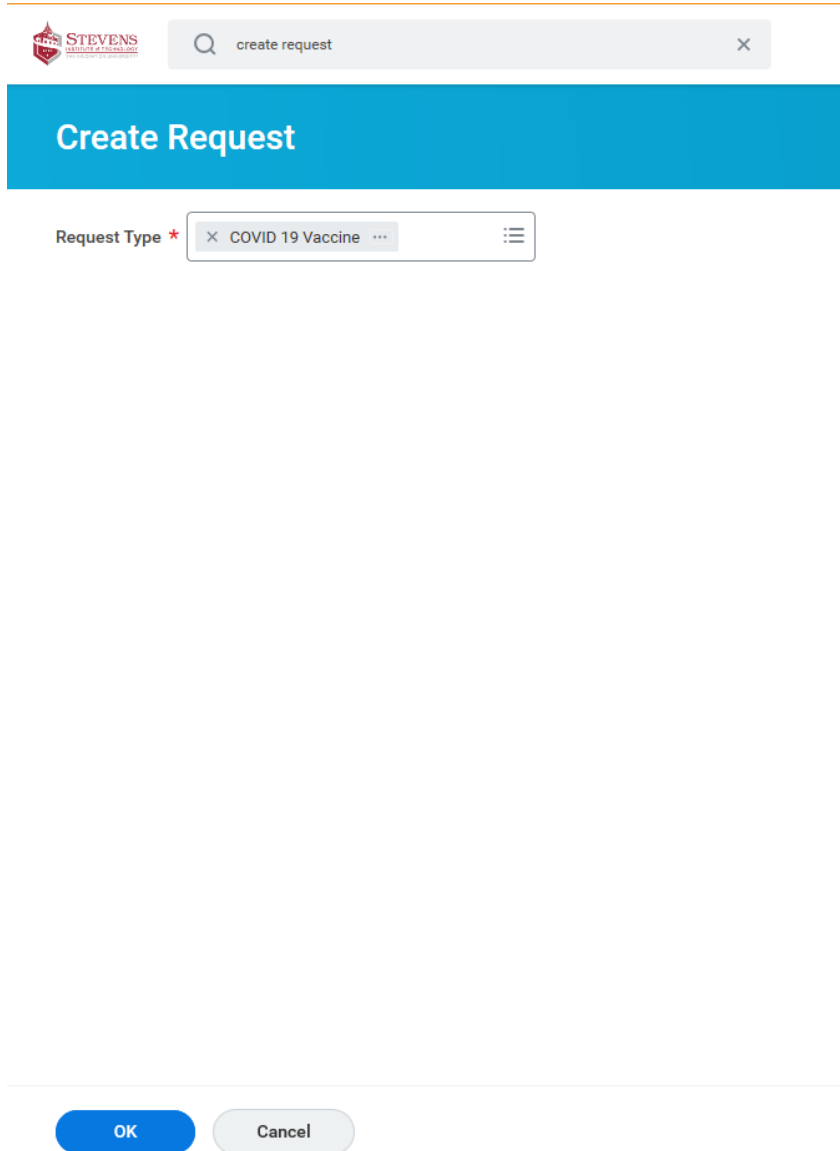**Completing the Covid-19 Vaccination Request:**

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

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.
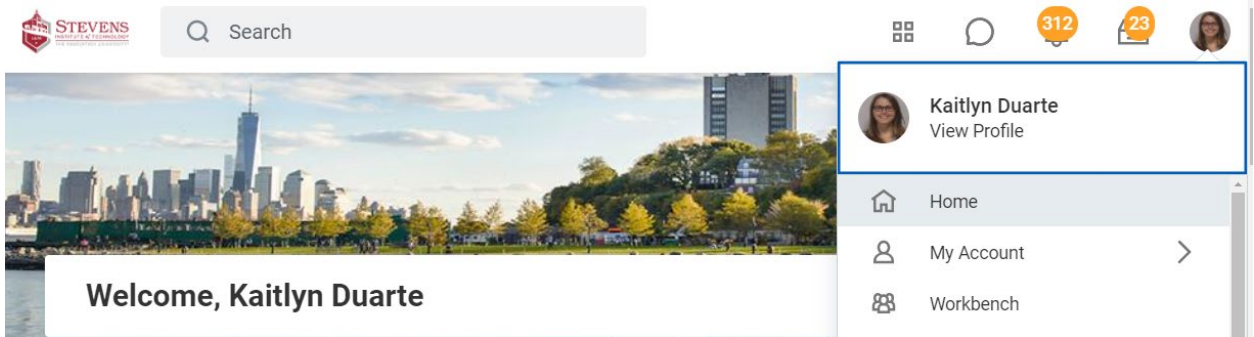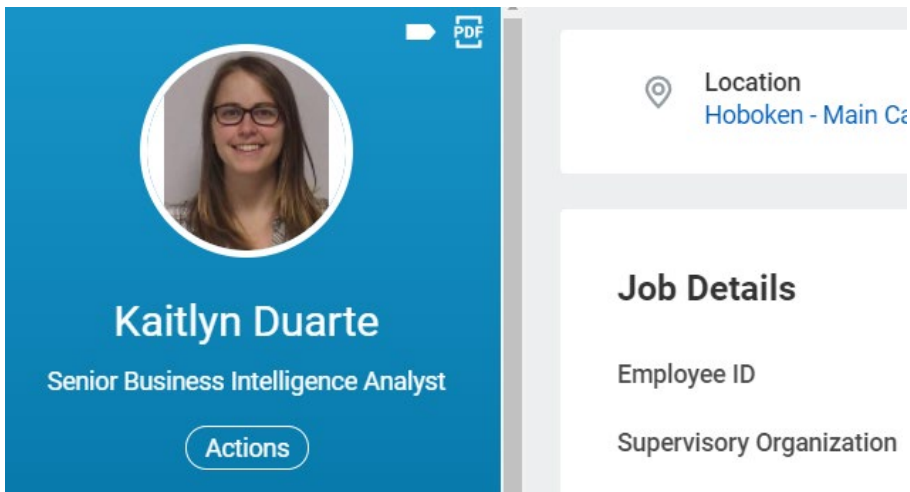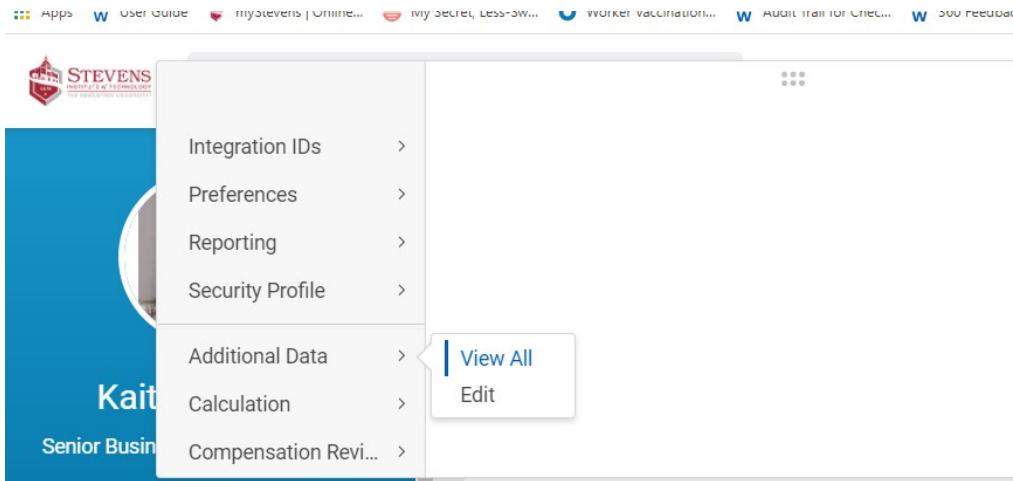

Checking your vaccination record:

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 them this data will be populated.

Employee COVID-19 Vaccine

Manufacturer   ███████

Completion Date   ███████

Edit