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| Update Final COVID Vaccination Date |
| Purpose: The purpose of this document is to walk you through how to update the Final COVID Vaccination Date in Oracle. |
| Process Step & Description | **Action** |
| 1.1 Navigation | **Navigation:** *Oracle Homepage* → *Me* → *Personal Information* → *Personal Details*   |
| 1.2 Update Final Vaccination Date | Under the **Demographic Info** section, select the **Edit** icon.In the **Final COVID Vaccination Date** field, select the date of your final vaccination. For a two-dose vaccine (Moderna and Pfizer,) select the date of your *second dose*. For a single dose vaccine (Johnson & Johnson,) select the date of your *one* shot.Once all updates have been made, select **Submit**. |
| 1.3 Upload Vaccine Card to Documents | **Navigation:** *Oracle Homepage* → *Me* → *Personal Information* → *Document Records*  After registering your COVID vaccination date, you will want to upload your vaccine card to your document records.To create a new document, click **+ Add**. Select **Other than Medical Reports** as the document type.Complete the details and upload your scanned vaccine card.In the following fields:* **Name** – COVID Vaccine Card
* **Issue Date** – Use date of your first vaccine shot
* **Issuing Authority** – Centers for Disease Control
* **Issuing Comments** – Name of vaccine (*Pfizer,* *Moderna, Johnson & Johnson*)

**Note:** Do not forget to scan and upload a copy of your vaccine card in the attachments section.After completing the details and uploading a copy of your document, select **Submit.** |