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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.** |