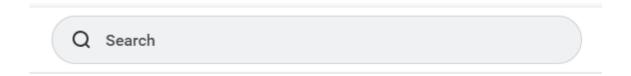
# How to add your Vaccination Certificate to WorkDay



1. To record your Vaccination Certificate type the word "Vaccinations" into the search box



2. Select Add My Vaccination.

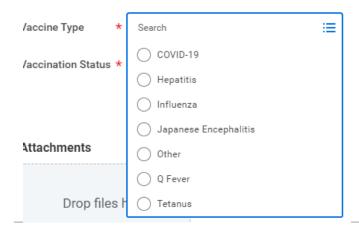
### Add My Vaccination

Task

3. Select Vaccination Type



4. Tick the vaccination type, *Note- other can be selected for any other vaccination not listed* or to add the Declaration of Informed Consent for VPD form

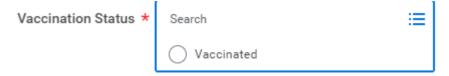




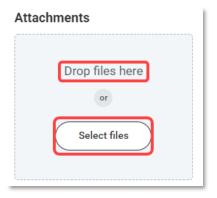
# How to add your Vaccination Certificate to WorkDay



#### 5. Select vaccination status



6. Attach file/record of vaccination.



7. Click Submit.



8. You can view a summary of your attached records by selecting *vaccine* record

#### **Tasks and Reports**

Vaccination Records (basic)

Report

