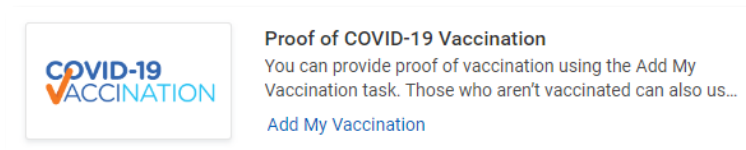
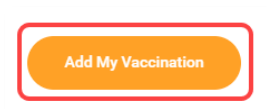


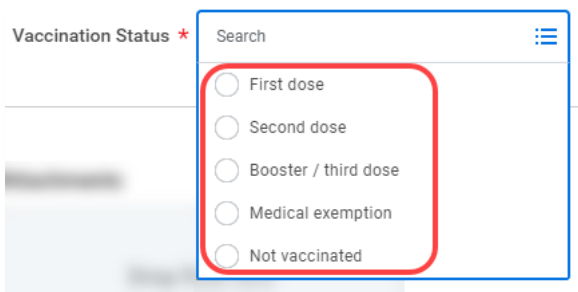
To record your COVID-19 Vaccination Certificate in Vaccinations, click on the COVID-19 Vaccination announcement on Workday's main page.



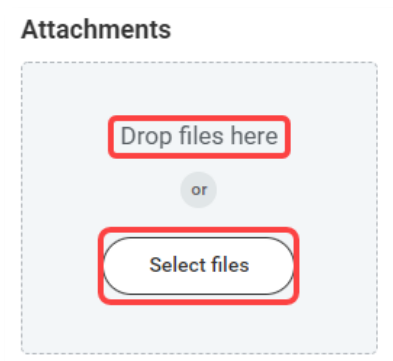
Select *Add My Vaccination*.



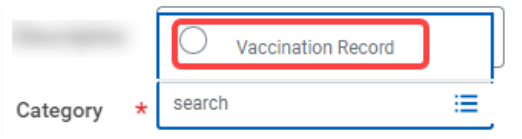
Select *Vaccination Status*.



Add your COVID-19 Vaccination Certificate to *Attachments* by dragging and dropping or selecting the file from your drive. Note: an attachment is mandatory to complete the process.



Select *Vaccination Record* in the Category field.



A screenshot of a web form's 'Category' field. The field is labeled 'Category' with a red asterisk. Below the label is a search bar with the text 'search' and a menu icon. A dropdown menu is open, showing a radio button next to the text 'Vaccination Record', which is highlighted with a red rectangular box.

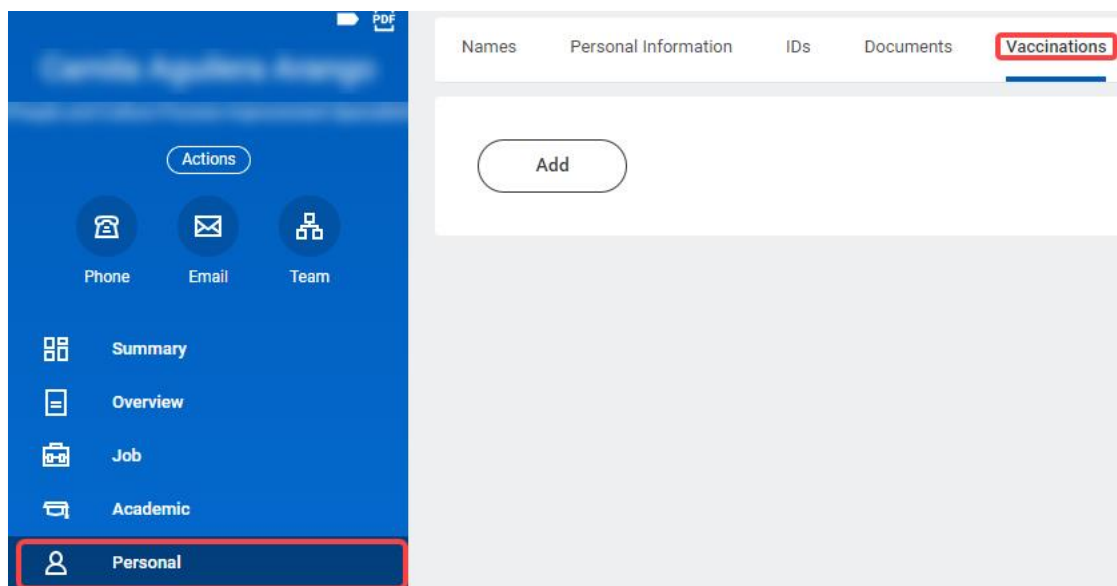
Click *Submit*.



A screenshot of three buttons: 'Submit' (orange), 'Save for Later' (white), and 'Cancel' (white). The 'Submit' button is highlighted with a red rectangular box.

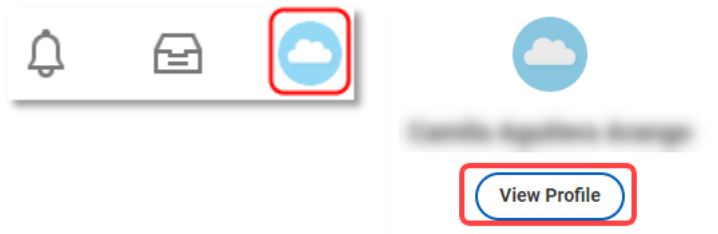
P&C will receive an action to validate and approve your request to add your vaccination certificate. If they require any additional information or have any queries, you will receive a notification to supply additional information.

On approval, you will receive a confirmation notification and will be able to view your updated vaccine certificate in your profile under the *Personal* section by selecting the *Vaccinations* tab.



A screenshot of a user profile page. On the left is a blue sidebar with a 'Personal' section highlighted by a red box. The main content area has a top navigation bar with tabs: 'Names', 'Personal Information', 'IDs', 'Documents', and 'Vaccinations' (highlighted with a red box). Below the tabs is a large white button labeled 'Add'.

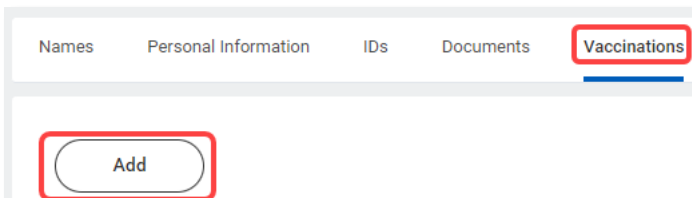
You can also upload your COVID-19 certificate by going to your Profile.



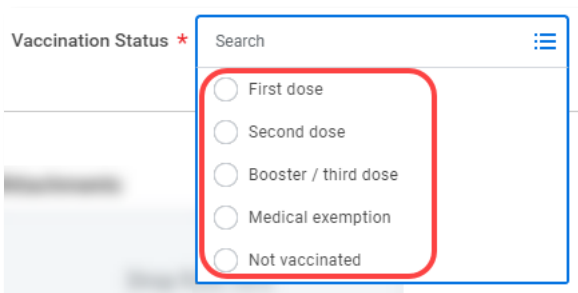
Select *Personal*.



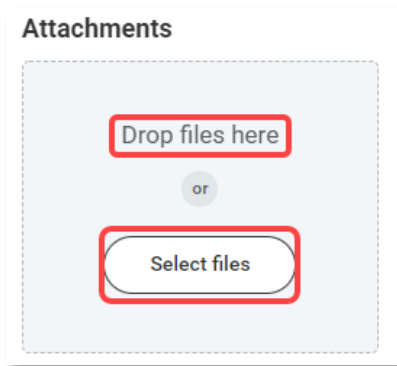
Click on *Vaccinations*, click on *Add*.



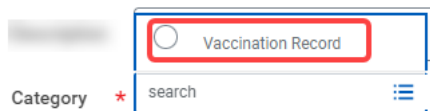
Select *Vaccination Status*.



Add your COVID-19 Vaccination Certificate to *Attachments* by dragging and dropping or selecting the file from your drive. Note: an attachment is mandatory to complete the process.



Select *Vaccination Record* in the Category field.



Click *Submit*.



P&C will receive an action to validate and approve your request to add your vaccination certificate. If they require any additional information or have any queries, you will receive a notification to supply additional information. On approval, you will receive a confirmation notification and will be able to view your updated vaccine certificate in your profile under the *Personal* section by selecting the *Vaccinations* tab.

