Uploading Proof of Vaccination for Employees Only

Please follow these instructions to upload your proof of vaccination. If you need help with this process, resources are listed at the bottom of this document. Thank you!

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Overview and getting started

1. Important Note: If you were vaccinated by Student Health Services, you do not need to upload any proof of vaccination because our campus health system already contains your proof of vaccination.
2. Navigate to the COVID-19 Vaccine page on the Student Health Center website to read an overview of the whole process.
3. Log into the Health e-Messenger system by entering your CruzID Gold credentials.
4. Enter your date of birth and click the Proceed button:
5. Click the Medical Clearances link:

6. If this is your first time using Health e-Messenger, you'll need to complete the Notice of Privacy Practices, General Consent, and Assignment of Benefits clearance. Begin by clicking the Update button:

7. At the bottom of the Notice page, you’ll need to click the Submit Final button:
8. You should then see the success screen, as shown below. Click the Proceed button:

![Success Screen]

9. You should see “Compliant” on the row for The Notice of Privacy...:

![Compliant Status]

Uploading your proof of COVID-19 vaccination

10. Click the Update button:

![Update Button]

11. Submit an image as proof of your COVID-19 vaccination, by clicking the Upload button:

![COVID-19 Vaccine Upload]

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12. Fill in the information related to your COVID-19 vaccine and click the Done button:

![Image of Doses of Covid-19 Vaccine form]

13. You should see a “Success” banner appear at the top of your browser window:

![Image of Success banner]

14. Also, you should see “Compliant” on the COVID-19 clearance row:

![Image of COVID-19 clearance row]

You have now completed the upload for your proof of vaccination!

Where to get help

If you still need help with this uploading process, you can email SHRhelp@ucsc.edu for assistance. DO NOT include medical information in your email.

If you have questions about the vaccine policy and whether it applies to your situation, you can also email SHRhelp@ucsc.edu. Again, DO NOT include medical information in your email.

Thank you!