

Uploading Proof of Vaccination for Employees Only

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

Last revised 2/6/23

For information on how to upload booster information, go here:

<https://news.ucsc.edu/2023/01/booster-requirements.html>

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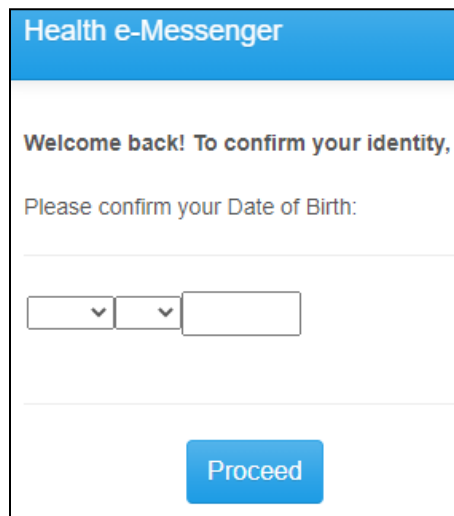
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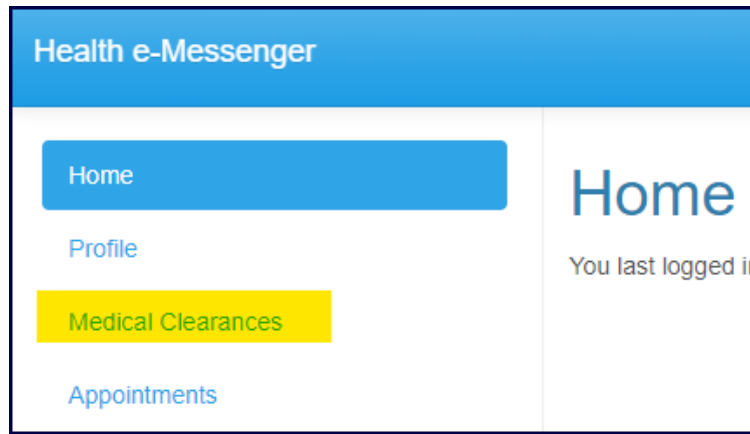
Overview and getting started

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. Log into the [Health e-Messenger system](#) by entering your CruzID Gold credentials.
3. Enter your date of birth and click the Proceed button:

The screenshot shows a web interface for 'Health e-Messenger'. At the top is a blue header with the text 'Health e-Messenger'. Below the header, the text reads 'Welcome back! To confirm your identity,'. Underneath, it says 'Please confirm your Date of Birth:'. There are three input fields for the date of birth: two dropdown menus for the month and day, followed by a text box for the year. At the bottom of the form is a blue button labeled 'Proceed'.

a.

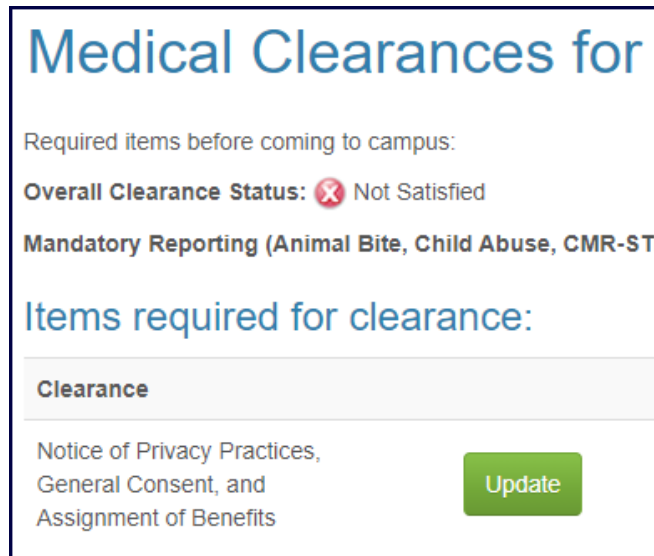
4. Click the Medical Clearances link:



a.

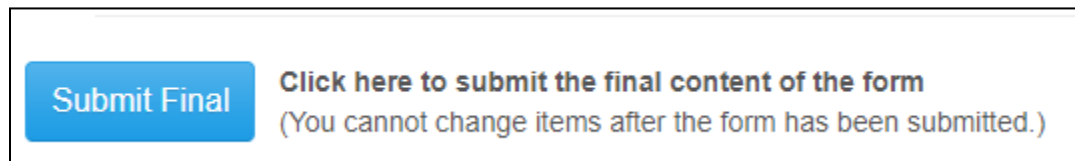
Completing the Notice of Privacy Practices, General Consent, and Assignment of Benefits

5. 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:



a.

6. At the bottom of the Notice page, you'll need to click the Submit Final button:



a.

7. You should then see the success screen, as shown below. Click the Proceed button:

The Notice of Privacy Practices, General Consent, and Assignment of Benefits has been successfully submitted.

Proceed

a.

8. You should see "Compliant" on the row for The Notice of Privacy...:

Mandatory Reporting (Animal Bite, Child Abuse, CMR-STD,

Items required for clearance:

Clearance	Status
Notice of Privacy Practices, General Consent, and Assignment of Benefits	 Compliant

a.

Uploading your proof of COVID-19 vaccination

9. Click the Update button:

Mandatory Reporting (Animal Bite, Child Abuse, CMR-STD, COVID-19, Violent Injury): None

Items required for clearance:

Clearance
COVID 19 

Update

a.

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

COVID-19 Vaccine

Employees: By entering your vaccinations here you consent to the exchange of data electronically with the California Immunization Registry (CAIR2) for purposes of verifying your COVID-19 vaccination information.

To be considered compliant, please upload a copy of your vaccine card, and don't forget to fill out your vaccine type and dates of your doses (one date for Johnson & Johnson, and two dates for Pfizer or Moderna). This must be done by Sept. 9 to access campus.

The University will use COVID-19 vaccine information to validate employee compliance with the UC SARS-CoV-2 (COVID-19) Vaccination Program, including informing your supervisor whether you are cleared to enter campus or UCSC owned or leased property, with or without accommodations.

Empleados: Ingresando sus vacunas aquí, usted da su consentimiento para el intercambio de datos electrónicamente con el Registro de Vacunación de California (CAIR2) para verificar su información de vacunación contra el COVID-19.

Para cumplir el requisito, por favor suba una copia de su tarjeta de su vacuna contra el COVID-19 y no olvide mencionar el tipo de vacuna que recibió y las fechas de su dosis (una fecha para Johnson & Johnson y dos fechas para Pfizer o Moderna). Esto se debe completar antes del 9 de septiembre para poder acceder al campus.

La universidad utilizará la información de la vacuna covid-19 para validar el cumplimiento de los empleados con el Programa de Vacunación UC SARS-CoV-2 (COVID-19), incluyendo informar a su supervisor si tiene autorización para ingresar al campus o propiedad de UCSC, con o sin acomodaciones.

COVID-19 Vaccination Card Upload

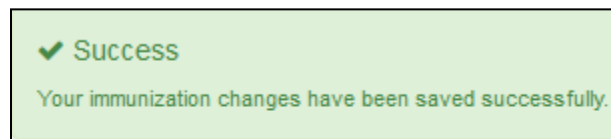
Upload

Only upload proof of COVID-19 vaccination. (in English)

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

Doses of Covid-19 Vaccine	
Date 1	Vaccine1
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Select one..."/>
Date 2	Vaccine2
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Select one..."/>
<div>Cancel Done</div>	

11. You should see a "Success" banner appear at the top of your browser window:



a.

12. Also, you should see "Compliant" on the COVID-19 clearance row:

Mandatory Reporting (Animal Bite, Child Abuse, CMR-STD, COVID-19, Violent Injury): None		
Items required for clearance:		
Clearance		Status
COVID 19	<div>Update</div>	<div>Compliant</div>

a.

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 check@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 check@ucsc.edu. Again, DO NOT include medical information in your email.

Thank you!