

# Uploading Proof of COVID Vaccinations

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!

*Last revised: 01/11/2021*

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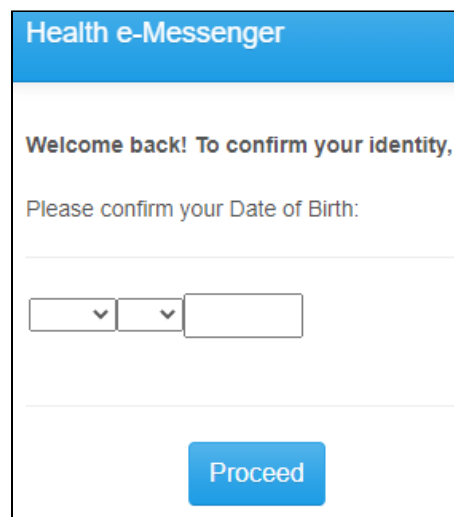
[If you are a student:](#)

[If you are an employee:](#)

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## Overview and getting started

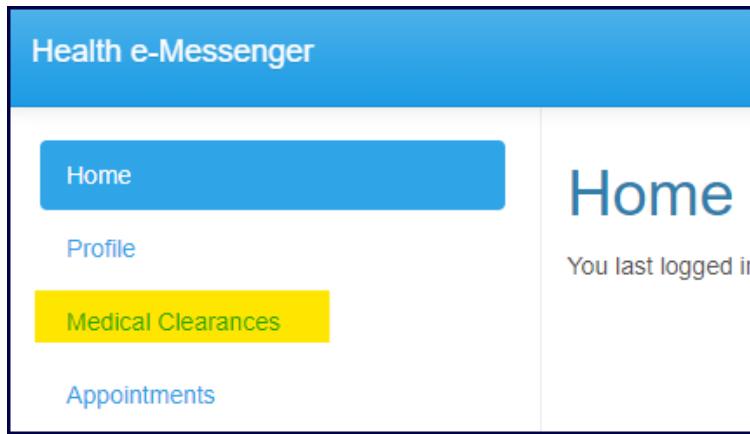
1. **Important Note:** If you were vaccinated by Student Health Services, you do not need to upload any proof of vaccination because our campus health system already contains your proof of vaccination.
2. Navigate to the [COVID-19 Vaccine page](#) on the Student Health Center website to read an overview 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:



The screenshot shows the 'Health e-Messenger' interface. 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 two dropdown menus for the month and day, followed by a text input field for the year. At the bottom of the form is a blue button labeled 'Proceed'.

a.

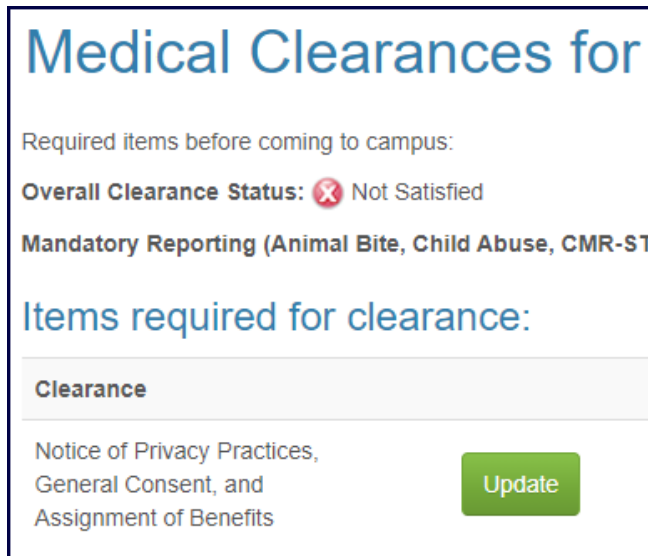
5. Click the Medical Clearances link:



a.

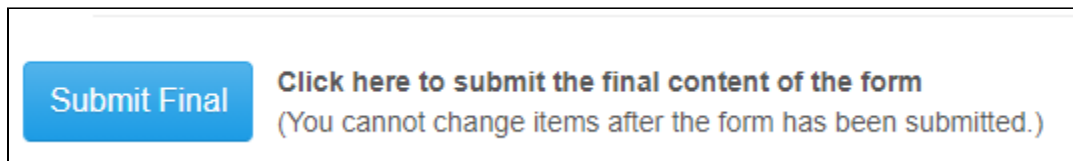
## Completing the Notice of Privacy Practices, General Consent, and Assignment of Benefits

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:



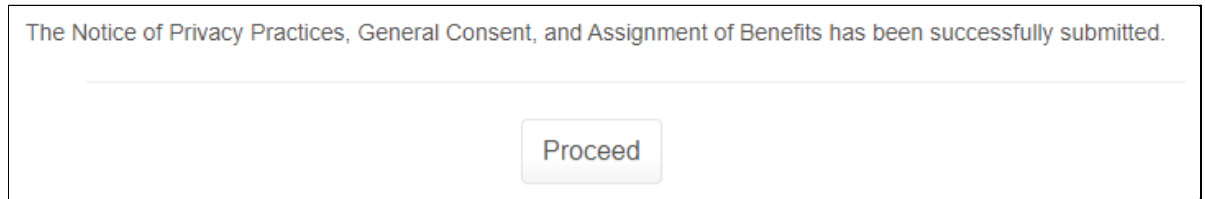
a.

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



a.

8. You should then see the success screen. Click the Proceed button:



a.

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



a.

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## Uploading your proof of COVID-19 vaccination

10. Click the Update button:



a.

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

## COVID-19 Vaccine

Although the UC COVID Vaccine policy is not yet final, we encourage those who have been vaccinated, please upload your vaccine card or other proof but you do not need to enter dates. For more information, please see the UC COVID Vaccine Policy page.

### COVID-19 Vaccination Card Upload

**Upload**

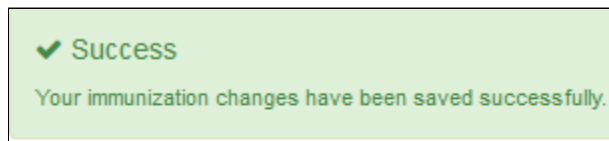
Only upload proof of COVID-19 vaccination. (in English)

a.

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

a.

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



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

a.

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

**NOTE: In order to be compliant, both proof of vaccination AND dates must be completed.**

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## How to Upload a Booster

NOTE: When uploading proof of your booster, **you won't see any option in the drop down menu that says 'booster'**. Simply select the type of booster you received and move on in the instructions.

If you have already submitted proof of your first COVID vaccine what you will see on e-Messenger is a bit different. First, follow steps 1-5 above. Then select the Update button next to COVID-19.

## Clearance

COVID 19

Update

You will see the following window open with your previous COVID-19 vaccinations. Select the 'Upload' button to upload your proof of COVID-19 vaccination, including any new doses. This file may be a PDF, PNG, or JPG.

### COVID-19 Vaccine

#### COVID-19 Vaccination Card Upload

Upload

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

#### COVID-19 Vaccine History

Add Immunization

Immunization	Administered Date
COVID-19, mRNA, LNP-SNP	12/16/2021
COVID-19 (Pfizer)	03/18/2022
COVID-19 (Pfizer)	04/29/2022

Cancel Done

Then select 'Add Immunization' to manually enter the type of vaccination you received and corresponding date.

## Add Immunization



Date

Immunization

Save

Cancel

Once you have entered in all vaccinations and uploaded your proof, select 'Done' to close the window and save your entries.

**NOTE: In order to be compliant, both proof of vaccination AND dates must be completed**

### Where to get help

If you are a **student**:

Message the immunization provider via e-Messenger.

Login and navigate to Messages> New Message > Immunization - Submit proof of immunization

If you are an **employee**:

If you still need help with this uploading process, you can email [SHRhelp@ucsc.edu](mailto: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](mailto:SHRhelp@ucsc.edu). Again, **DO NOT** include medical information in your email.