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:

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:

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. Click the Proceed button:

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

   [Image of Proceed button]

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

   [Image of compliance status]

a. 

Uploading your proof of COVID-19 vaccination

10. Click the Update button:

   [Image of mandatory reporting]

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 have been vaccinated, please upload your vaccine card or proof but you do not need to enter dates. For more information.

COVID-19 Vaccination Card Upload

Upload

Only upload proof of COVID-19 vaccination. (in English)
12. Fill in the information related to your COVID-19 vaccine and click the Done button:

![Doses of Covid-19 Vaccine](image)

a.

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

![Success](image)

a.

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

![Compliant](image)

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.
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.

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