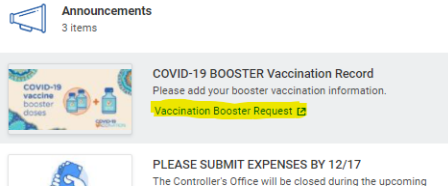


## HOW TO ENTER YOUR BOOSTER VACCINATION INFORMATION via Computer or Smart Phone

1. Use your smart phone or use a scanner to obtain a picture of your updated Vaccination card.
2. Verify that the image of the card is legible and note where you have saved it.
3. Navigate to the Bowdoin website and then Workday. Log into Workday.
4. Click the link in the COVID-19 BOOSTER Vaccination Record announcement on the home page.



5. Select the BOOSTER vaccine you received, record the date of your BOOSTER dose.

The screenshot shows the 'Vaccination Booster Information' form. The 'Booster Type (Required)' section has three radio button options: 'Johnson & Johnson', 'Moderna', and 'Pfizer', with 'Pfizer' selected. Below this is a date field with the placeholder 'MM/DD/YYYY'. To the right of the date field is a file upload area with the text 'Drop files here' and a 'Select Files' button. At the bottom of the form are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

6. To upload the image of your card, click on SELECT FILES, navigate to where it is saved and click on the card. Once the image is successfully attached, click on SUBMIT.

The screenshot shows the 'Upload Vaccination Card (Required)' form. It features a file upload area with a document icon and the text 'VACCINATION CARD TEST.docx' and 'Successfully Uploaded!'. Below the upload area is a 'Comment' text box and an 'Upload' button. At the bottom of the form are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

7. PLEASE DOUBLE CHECK that you have correctly entered the information on your card!
8. The information you submitted will be reviewed by an HR Benefits Partner to make certain that the information provided matches the information on the card. If a discrepancy exists, they will send the submission back to you to correct and re-submit.