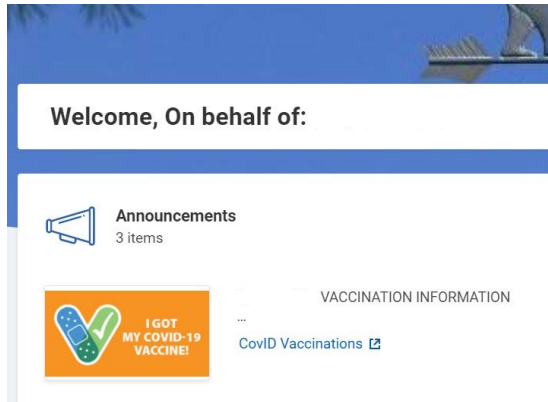
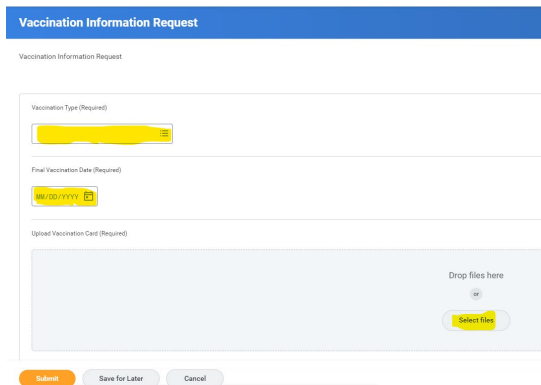
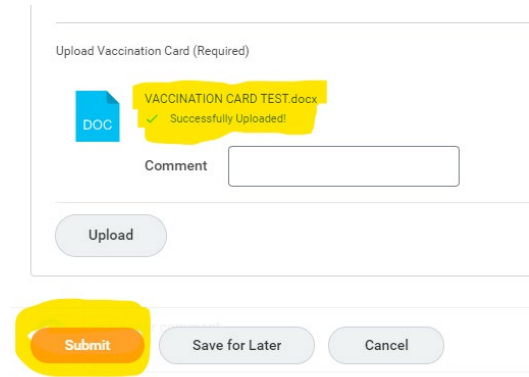


## HOW TO ENTER YOUR VACCINATION RECORD via Computer or Smart Phone

1. Use your smart phone or use a scanner to obtain a picture of the employee 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 on the link in the Vaccination Information announcement on the home page.



5. Select the vaccine you received, record the date of your FINAL dose. If you received Moderna or Pfizer then it is the date of the second shot. If you received Johnson & Johnson, then it is the date of your only shot.

A screenshot of the "Vaccination Information Request" form. The form has a blue header with the title "Vaccination Information Request". Below the header, there are three main sections. The first section is "Vaccination Type (Required)" with a dropdown menu highlighted in yellow. The second section is "Final Vaccination Date (Required)" with a date picker highlighted in yellow. The third section is "Upload Vaccination Card (Required)" with a "Drop files here" area and a "Select File" button highlighted in yellow. At the bottom of the form, there are three buttons: "Submit", "Save for Later", and "Cancel".A screenshot of the "Upload Vaccination Card (Required)" section of the form. It shows a file named "VACCINATION CARD TEST.docx" with a blue "DOC" icon and a yellow "Successfully Uploaded!" message. Below the file is a "Comment" field and an "Upload" button. At the bottom of the form, there are three buttons: "Submit", "Save for Later", and "Cancel". The "Submit" button is highlighted in yellow.

6. Click on SELECT FILES. Upload the photo image of your vaccination card by navigating to where it is saved and clicking on the card. Once the image is successfully attached, click SUBMIT.
7. The information you submitted will be reviewed by an HR Benefits Partner.
8. The HR Benefits Partner will review your submission to make sure that the information you provided matches the information on the card. If a discrepancy exists, they will send the submission back to you to correct and re-submit.