

Overview : This document provides an overview on how to report your current COVID19 vaccination status. A fully vaccinated status is certifiable after the following post inoculation waiting period:

- x Two weeks (14 days) after their second shot in a 2-dose series
- x Two weeks (14 days) after a single shot vaccine
- x Boosters must be received with 30 days of eligibility

Log In

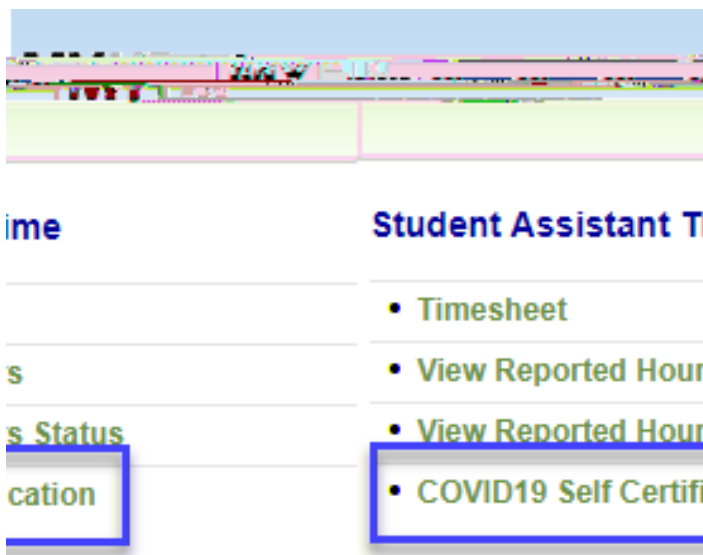
1. Navigate to **MyHR** (<https://www.csueastbay.edu/myhr/>)
2. Click the **SIGN IN** button



3. Select the **Student Employee** tab.

Page Navigation and Self-Certification

4. Click the "COVID19 Self Certification" hyperlink located below the **Student Assistant Time Header**



5. In Section I, populate the applicable checkbox:

*Not Listed Vaccine Manufacturer

Please provide the following information:

Manufacturer: [Redacted] For Not Listed, please specify the Manufacturer: [Redacted]

Date Received 1st Dose: [Redacted]

Date Received 2nd Dose: [Redacted]

Location of vaccination received: [Redacted]

City: [Redacted] State: [Redacted]

Site type/Provider/Region: [Redacted]

7. Review and populate the checkbox in Section II: Self-Attestation of Accuracy of Information Provided

Section II: Self-Attestation of Accuracy of Information Provided

I also I confirm that the information I have provided is accurate and truthful to the best of my knowledge.

[Education Code Section 89535.](#)

8. Please upload a copy of your Vaccination Record Card only in Section III –Attachments: Proof of COVID19 Vaccination

9. Click the “Attach” button to add an attachment

Section III: Attachments: Proof of COVID-19 Vaccination

Upload a copy of your proof of COVID-19 vaccination. An original form with a stamp from the State of California, letter from a health care provider, etc.

Attach [Redacted]

10. Click the “Choose File” button to upload a copy of your previously saved COVID19 Vaccination Record Card

File Attachment

Choose File

Cancel Upload

11. Click the “Upload” button to upload your file

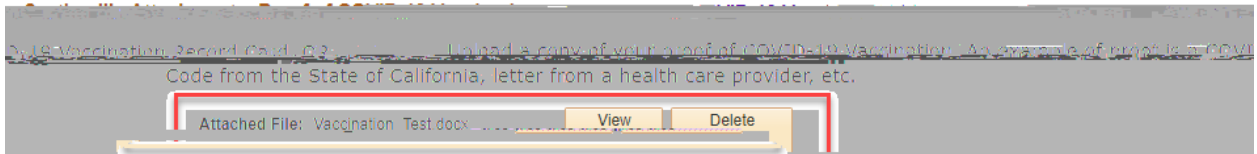
File Attachment

Choose File Vaccination Test.docx

Upload Cancel

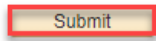
Verify the Attached File field is populated

12.



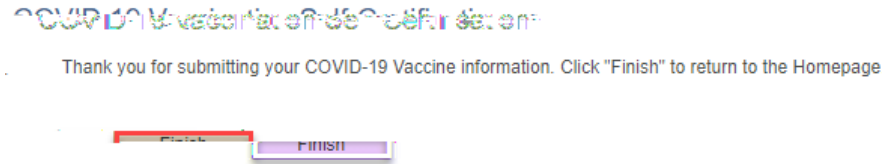
Click the 'Submit' button of finalize your entry

13.



Click the 'Finish' button to be redirected to the Employee tab

14.



Whom to Contact for Help?

Please log a service ticket via the [Service Desk](#)