



**Overview:** This document provides an overview on how to report your COVID19 Booster vaccination status.

Eligible employees must receive a Booster within 30 days of eligibility; an employee will be considered fully vaccinated once they receive all CDC recommended boosters for which they are eligible.

### Log In

1. Navigate to **MyHR** (<https://www.csueastbay.edu/myhr/>)
2. Enter your **NetID**, **Password** and Click **SIGN IN**

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. Vaccinated employees should provide the Inoculation Date and Manufacturer data within the COVID-19 Vaccination Booster Information section:



The screenshot shows a form titled "COVID-19 Vaccination Booster Information:". It contains two fields: "Date Received Booster (if applicable)" with a date input field set to "11/01/2021" and a calendar icon, and "Manufacturer" with a dropdown menu showing "Johnson & Johnson".

6. Employees seeking an exemption from the Booster, should populate the applicable checkbox located within Section I

**Section I: Self-Certification of COVID-19 Vaccination Status**

You must select one of the following options:

- I certify that I have received an [approved vaccine](#) and that my COVID-19 vaccination status is [fully vaccinated](#). I understand that I may be expected to provide [supporting documentation](#) to this effect immediately upon request.
- I certify that I qualify for a [medical exemption](#) and have not received a COVID-19 vaccine and/or booster, nor do I plan to. I understand that I may be expected to provide [supporting documentation](#) to this effect immediately upon request.
- I certify that I qualify for a [religious exemption](#) and have not received a COVID-19 vaccine and/or booster, nor do I plan to. I understand that I may be expected to provide [supporting documentation](#) to this effect immediately upon request.
- I confirm that at this time I will not be physically accessing or performing work at CSU facilities but understand that if this changes, I must certify that I am either current on my COVID-19 vaccination status or that I qualify for a medical or religious exemption.

7. Employees will be required to delete the original attachment uploaded within Section III – Attachments: Proof of COVID-19 Vaccination

8. Click the “Delete” button located next to the name of the Attachment file

**Section III - Attachments: Proof of COVID-19 Vaccination**

Upload a copy of your proof of COVID-19 Vaccination. An example of proof is a COVID-19 Vaccination Record Card, QR Code from the State of California, letter from a health care provider, etc.

Attached File: Vaccination\_Test.docx View Delete

9. Please upload a copy of your **Vaccination Record Card only** in Section III – Attachments: Proof of COVID-19 Vaccination

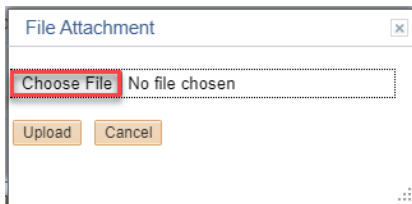
Click the “Attach” button to add an attachment

**Section III - Attachments: Proof of COVID-19 Vaccination**

Upload a copy of your proof of COVID-19 Vaccination. An example of proof is a COVID-19 Vaccination Record Card, QR Code from the State of California, letter from a health care provider, etc.

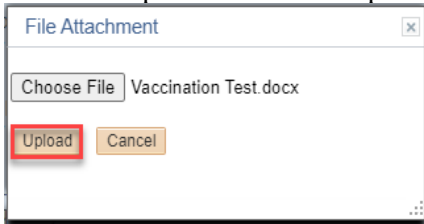
Attached File: Attach

10. Click the “Choose File” button to upload a copy of your previously saved COVID-19 Vaccination Record Card



The screenshot shows a "File Attachment" dialog box. It has a "Choose File" button highlighted with a red box, a text field containing "No file chosen", and "Upload" and "Cancel" buttons at the bottom.

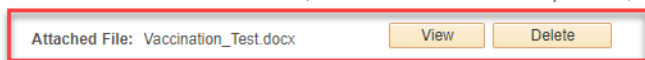
11. Click the "Upload" button to upload your file



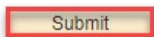
12. Verify the Attached File field is populated

**Section III - Attachments: Proof of COVID-19 Vaccination**

Upload a copy of your proof of COVID-19 Vaccination. An example of proof is a COVID-19 Vaccination Record Card, QR Code from the State of California, letter from a health care provider, etc.



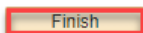
13. Click the "Submit" button of finalize your entry



14. Click the "Finish" button to be redirected to the Employee tab

**COVID 19 Vaccination Self-Certification**

Thank you for submitting your COVID-19 Vaccine information. Click "Finish" to return to the Homepage.



**Whom to Contact for Help?**

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