Step-by-Step Guide to Providing COVID-19 Vaccination Record Card Information

Follow the below steps to navigating the website to input your vaccination information.

1. Employees can voluntarily upload documentation of a COVID-19 Vaccination Record Card by going to `psu-healthcloud.force.com/vaccine/login` located on the Return to Work website.

2. Once you click the link above, you will land on the following page. You will need to opt-in to participate by clicking the Accept or Decline radial buttons.
3. Once you opt-in to participate, you will also need to answer the next series of questions as it pertains to receiving the necessary doses of the COVID-19 vaccination and voluntarily uploading documentation. **If you chose No**, please see step 4. **If you chose Yes** and clicked Next, please see Step 5.

4. You have chosen No in step 3, acknowledging you did not receive the COVID-19 vaccine because you have qualified for an exemption. Click Next once completed.
5. You have now accepted to opt-in and participate and acknowledged you have received all necessary doses of the vaccine. On the following Health Verification page, you will need to use the drop-down box and choose the type of vaccine you received.

6. Once you choose the type of vaccine, you will need to populate both the First and Second Vaccine Dose Dates, and then click Next.
7. When clicking the Next button, you advance to the Image Upload page. This page you will need to upload an image of your COVID-19 Vaccination Record Card. Follow the steps on the screen to successfully upload this image. Once your image is uploaded, click Next.

8. Once you have landed on the Finish section, you have completed the process of placing your vaccination records into the database.
9. Now that you have added your COVID-19 Vaccination Record Card to the database, if you would like to opt-in for the incentive initiative, please follow the below link to enter.

[OPT-IN]

10. On the Penn State COVID-19 Vaccination Incentive Program Opt-in Form, please select your primary affiliation with the University. There will be 6 winners each week beginning June 7 through August 23. Winners will be notified via their Penn State email address.

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**Penn State COVID-19 Vaccination Incentive Program Opt-in Form**

The Penn State COVID-19 Vaccination Incentive Program will hold weekly, random drawings for students and employees who have received all necessary doses of an approved COVID-19 vaccine or have either a religious- or medical/disability-related reason causing them not to get the vaccine. Students, faculty and staff must opt-in by completing this form to be considered for incentives. Proof of vaccination or a religious- or medical/disability-related exemption will be verified if selected in a random drawing. If selected, recipients will be notified via their Penn State email address. Students and employees will remain eligible for the duration of the program unless they are selected and an individual is only eligible to receive one incentive.

Students, with the exception of World Campus students, can upload their vaccination record through myUHS at [https://studentaffairs.psu.edu/submit-immunizations](https://studentaffairs.psu.edu/submit-immunizations) if they have not done so already. If a student has a religious or medical/disability-related reason for not being vaccinated, they will be asked to provide documentation if selected.

All employees and World Campus students must upload their vaccination record or attest to a qualified exemption for either a religious- or medical/disability-related reason at [psu-healthcloud.force.com/vaccine/login](https://psu-healthcloud.force.com/vaccine/login). Individuals will not be selected as a winner unless such proof or attestation is provided prior to the drawing.

For additional information about the incentives program can be found at [https://virusinfo.psu.edu/vaccine-information/](https://virusinfo.psu.edu/vaccine-information/)

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*Hi when you submit this form, the owner will be able to see your name and email address.*

* * Required

1. What is your primary affiliation to the University? *
   - [ ] University Park or Commonwealth Campus Student
   - [ ] World Campus Student
   - [ ] Employee

[Next]