

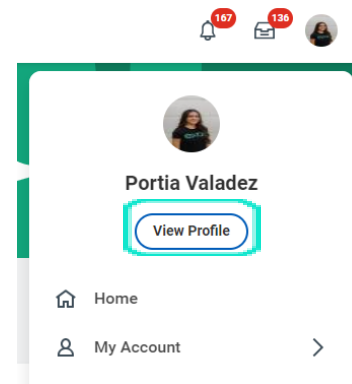
Use this job aid to learn how to upload a copy of your COVID-19 Vaccination Card into Workday via computer or the mobile Workday application.

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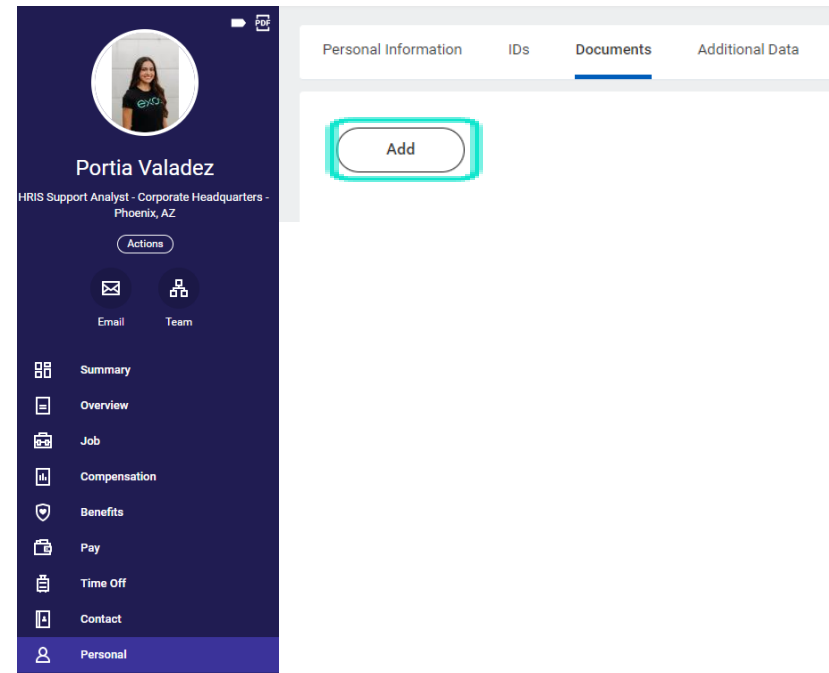
Getting Started

UPLOAD COVID VACCINATION CARD VIA COMPUTER:

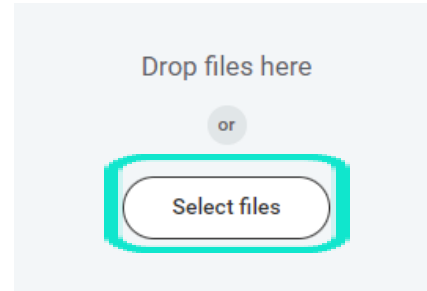
1. Scan or take a clear photo of your COVID-19 Vaccination Record Card and save it to your computer.
2. From the Workday homepage, click on your Workday profile photo or cloud icon in the top right > click **View Profile** under your name.



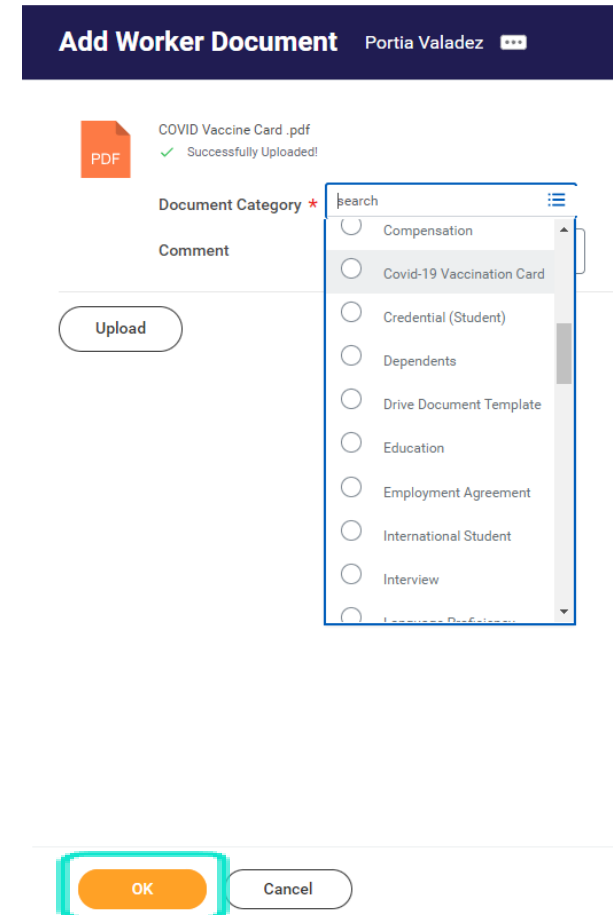
3. Click the **Personal** tab on the left (you may need to click More at the bottom to view more options) > click the **Documents** tab > click **Add**.



4. Drop a copy of your saved COVID Vaccine Card to the shaded box or click **Select Files** to select and upload a file > click **OK**.

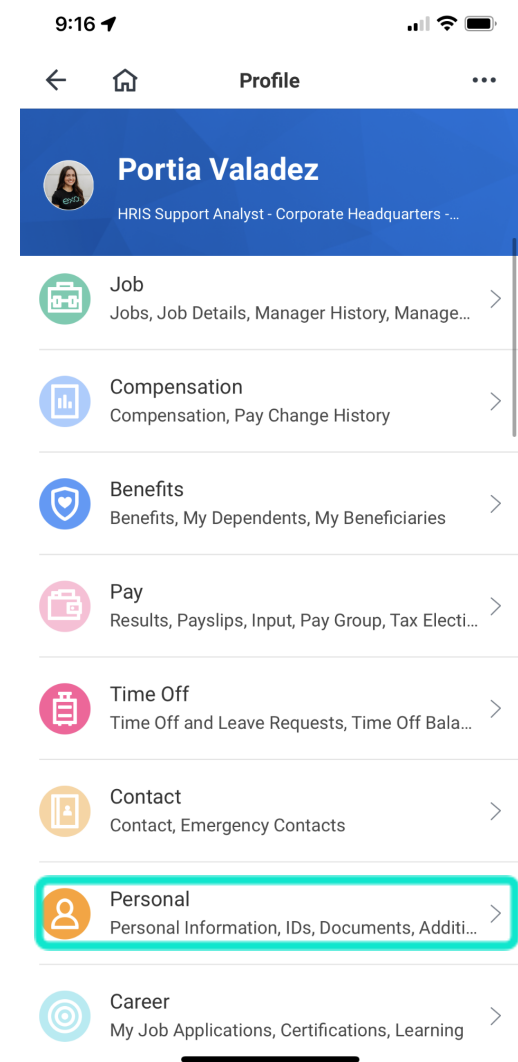
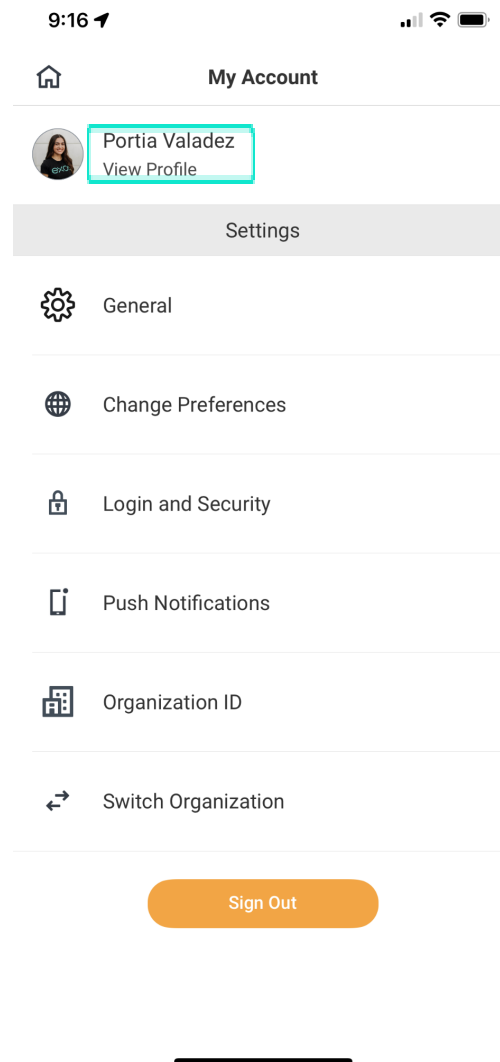
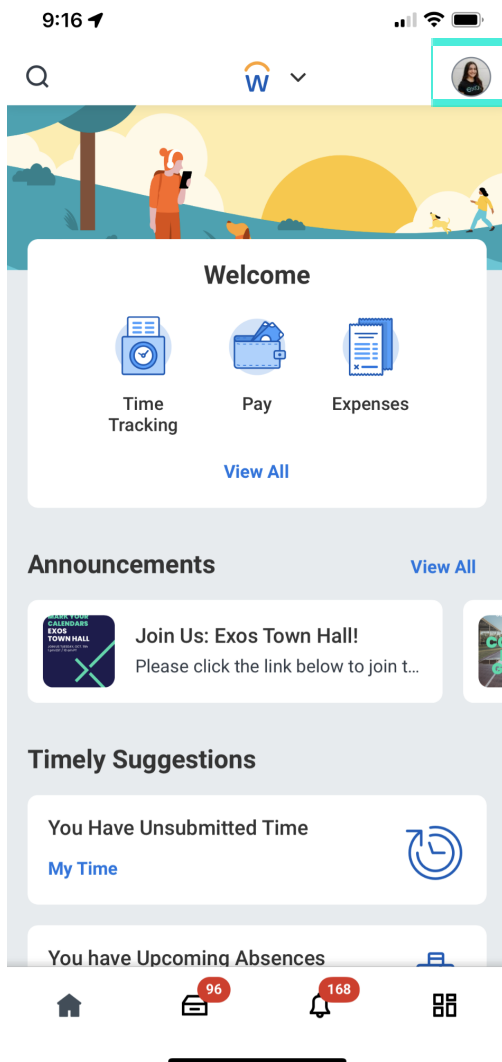


3. For the **Document Category**, select the **COVID-19 Vaccination Card** option > click **OK**.

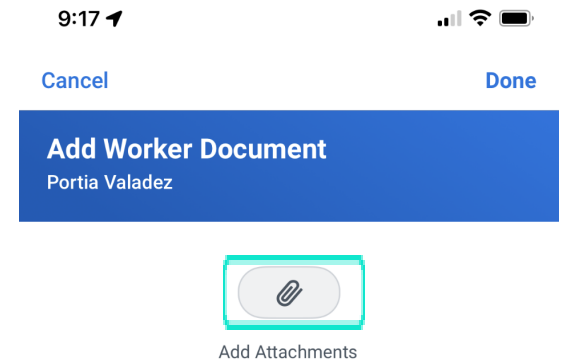
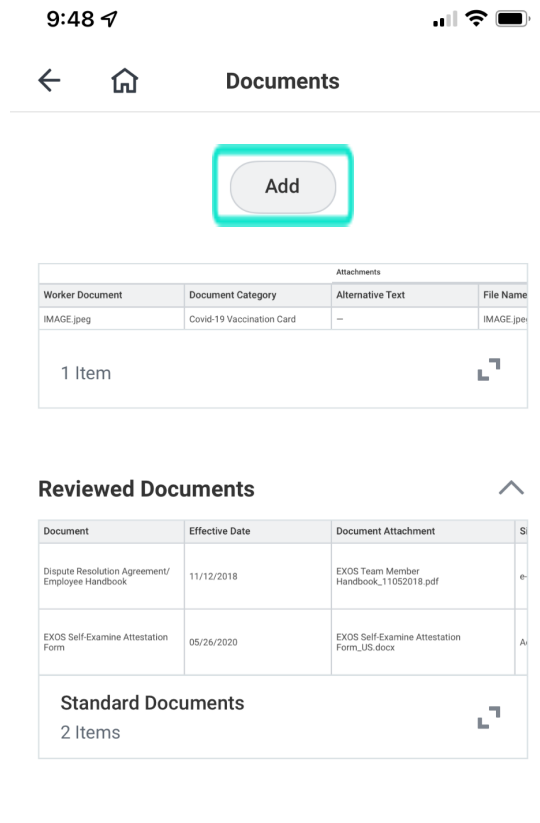
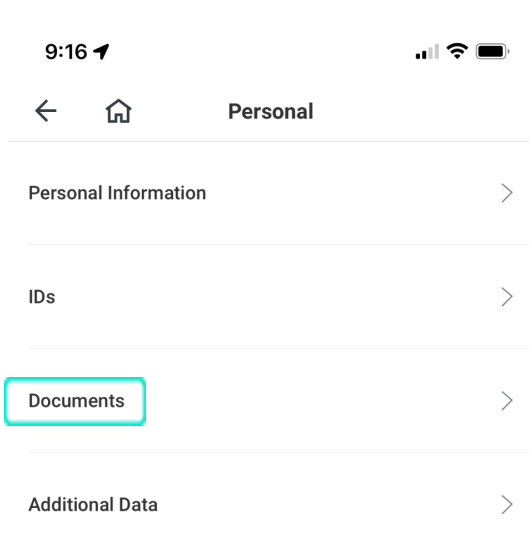


UPLOAD COVID VACCINATION CARD VIA MOBILE APP:

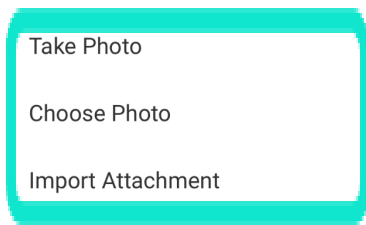
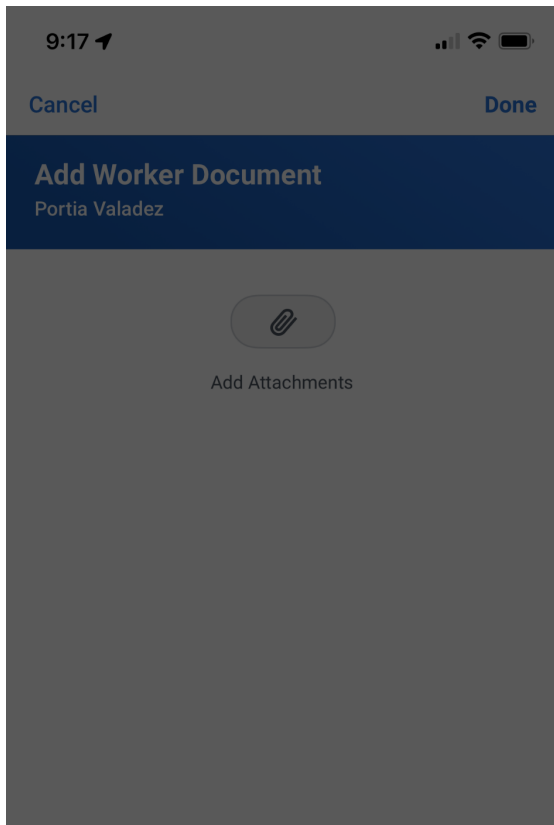
1. From the homepage of the Workday mobile app, tap on your **Workday profile photo** > tap **View Profile** under your name > tap **Personal** (you may need to click More to view more options).



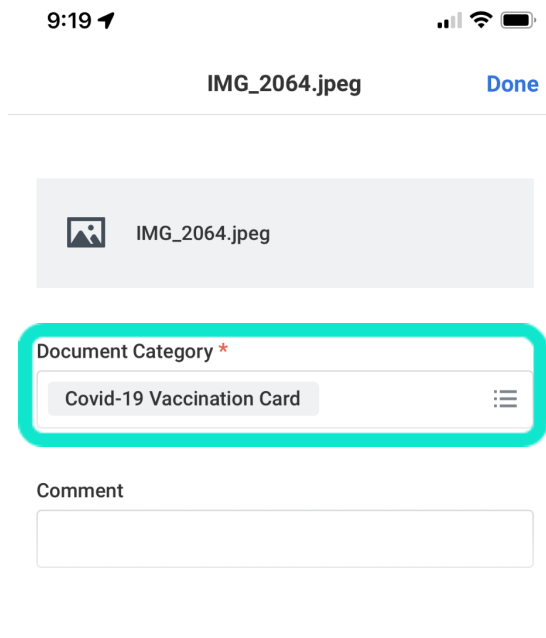
2. Tap on **Documents** > tap **Add** > tap on the **Add Attachments** button.



3. Either Take Photo of your COVID-19 Vaccination Report Card, Choose Photo from your phone's library, or Import Attachment > select **COVID-19 Vaccination Card** from the list of Document Category > tap **Done** in the right corner > tap **Done** again.



Close



Delete

