Uploading Proof of Vaccination for Employees Only

Please follow these instructions to upload your primary proof of vaccination. If you need help with this process, resources are listed at the bottom of this document. Thank you!

Last revised 2/6/23

For information on how to upload booster information, go here: https://news.ucsc.edu/2023/01/booster-requirements.html

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Overview and getting started

1. **Important Note:** If you were vaccinated by Student Health Services, you do not need to upload any proof of vaccination because our campus health system already contains your proof of vaccination.
2. Log into the Health e-Messenger system by entering your CruzID Gold credentials.
3. Enter your date of birth and click the Proceed button:
4. Click the Medical Clearances link:

a.

Completing the Notice of Privacy Practices, General Consent, and Assignment of Benefits

5. If this is your first time using Health e-Messenger, you’ll need to complete the Notice of Privacy Practices, General Consent, and Assignment of Benefits clearance. Begin by clicking the Update button:

a.

6. At the bottom of the Notice page, you’ll need to click the Submit Final button:

a.
7. You should then see the success screen, as shown below. Click the Proceed button:

```
The Notice of Privacy Practices, General Consent, and Assignment of Benefits has been successfully submitted.

Proceed
```

8. You should see “Compliant” on the row for The Notice of Privacy...

```
Items required for clearance:

<table>
<thead>
<tr>
<th>Clearance</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Privacy Practices, General Consent,</td>
<td>Compliant</td>
</tr>
<tr>
<td>Assignment of Benefits</td>
<td></td>
</tr>
</tbody>
</table>
```

Uploading your proof of COVID-19 vaccination

9. Click the Update button:

```
Mandatory Reporting (Animal Bite, Child Abuse, CMR-STD, COVID-19, Violent Injury): None
Items required for clearance:

<table>
<thead>
<tr>
<th>Clearance</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID 19</td>
</tr>
</tbody>
</table>

Update
```

10. Submit an image as proof of your COVID-19 vaccination, by clicking the Upload button:
a. Fill in the information related to your COVID-19 vaccine and click the Done button:

b. You should see a “Success” banner appear at the top of your browser window:

   a.

11. You should see “Compliant” on the COVID-19 clearance row:

   a.
You have now completed the upload for your proof of vaccination!

Where to get help

If you still need help with this uploading process, you can email check@ucsc.edu for assistance. DO NOT include medical information in your email.

If you have questions about the vaccine policy and whether it applies to your situation, you can also email check@ucsc.edu. Again, DO NOT include medical information in your email.

Thank you!