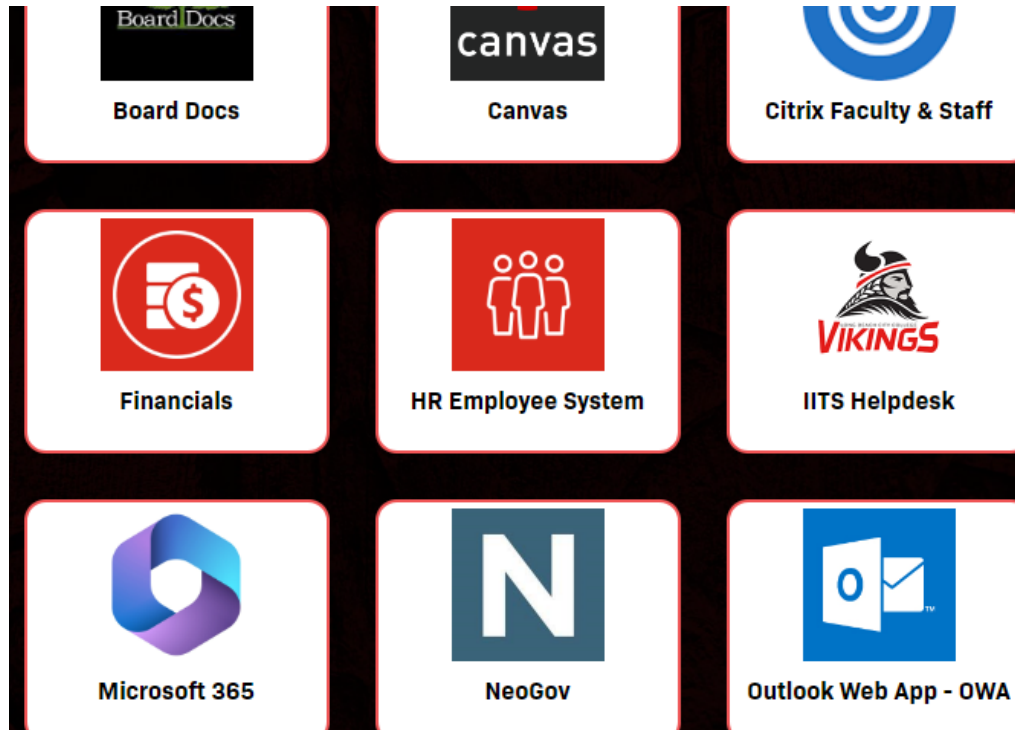
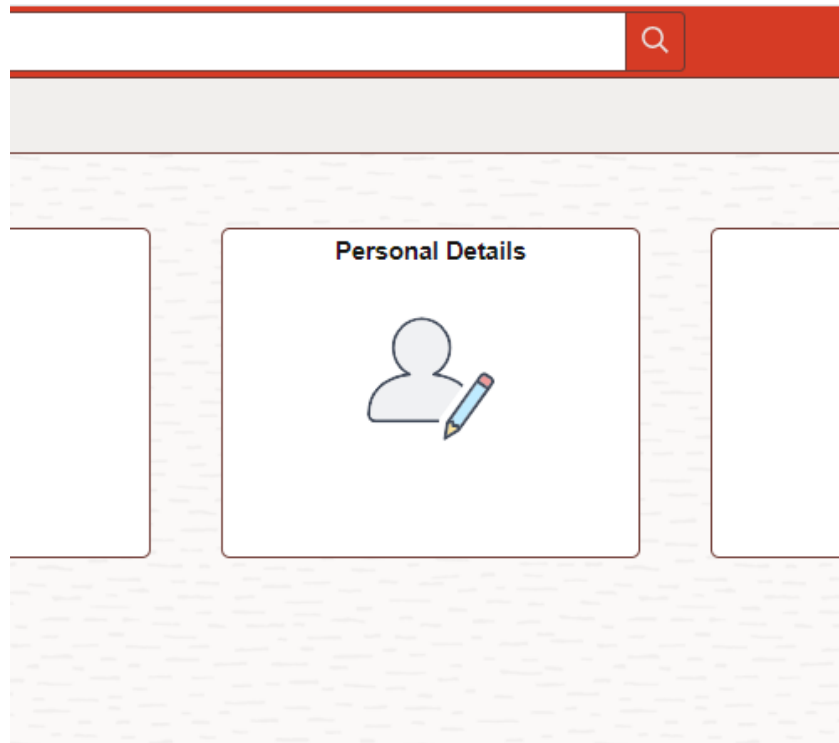


Employee Self Service Vaccine Reporting



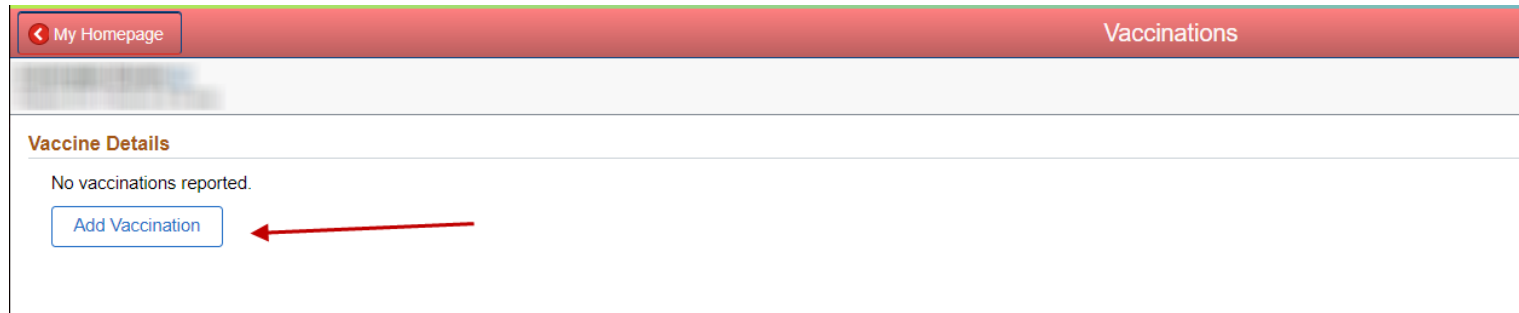
Log in using the Viking Portal.
On the Viking Portal, click the HR
Employee System tile to log in.

Go to Personal Details Tile



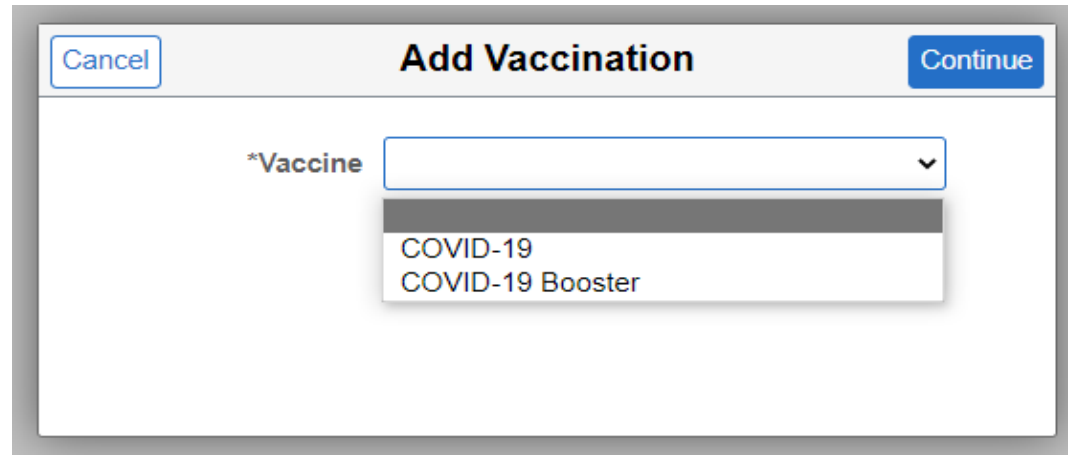
On the Dashboard, click on the 'Personal Details' tile.

Add Vaccination



This is the Vaccine Data Entry Page.
Click the “Add Vaccination”

Add Vaccination



The screenshot shows a web form titled "Add Vaccination". At the top left is a "Cancel" button and at the top right is a "Continue" button. Below the title is a label "*Vaccine" followed by a dropdown menu. The dropdown menu is open, showing two options: "COVID-19" and "COVID-19 Booster".

Use the Vaccine pull down menu and select your vaccine.
Select "COVID-19" to submit first or second dose.
Select "COVID-19 Booster" to submit any booster dose.

Enter Vaccine Information and Save

Vaccine Details

Vaccine COVID-19

*Date

Manufacturer

Dose
Johnson & Johnson
Moderna
Pfizer-BioNTech

Lot Number

Location

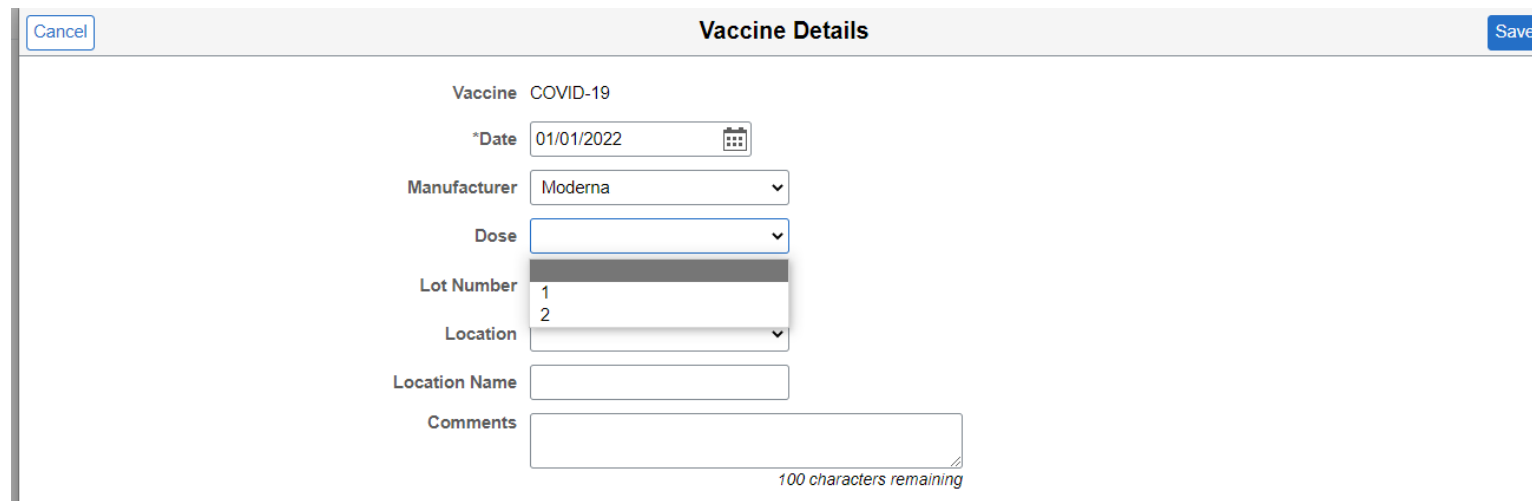
Location Name

Comments
100 characters remaining

Attachments
You have not added any Attachments

Enter the date you received the vaccine.
Select manufacture type received

Enter Vaccine Information and Save



The screenshot shows a web form titled "Vaccine Details". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains the following fields:

- Vaccine: COVID-19
- *Date: 01/01/2022 (with a calendar icon)
- Manufacturer: Moderna (dropdown menu)
- Dose: (dropdown menu)
- Lot Number: 1, 2 (dropdown menu)
- Location: (dropdown menu)
- Location Name: (text input field)
- Comments: (text area with a "100 characters remaining" indicator)

Enter the Dose number you are submitting.

Lot Number; Location and Location Name are optional and not required.

Optional to enter any comments up to 100 characters.

Add Attachment

Vaccine Details

Vaccine COVID-19

*Date 02/01/2022

Manufacturer Moderna

Dose 2

Lot Number

Location

Location Name

Comments

100 characters remaining

Attachments

You have not added any Attachments.

Add Attachment

Acknowledgement

- Attach a file of your proof for LBCC staff to review .
- Click Add Attachment and My Device. Select the file you wish to attach. Acceptable formats include .jpg, .png, or .pdf

I understand that I am required to provide accurate information. I hereby affirm that I have accurately and truthfully answered everything herein. In submitting this information, I consent to sharing my information with responsible personnel associated with the LBCC.

I hereby certify that the information being submitted is true and correct to the best of my knowledge.


Part of the verification process requires you to upload a copy of your vaccination record. This can be an image or PDF.

Authorized Human Resources personnel will validate your vaccination record to make sure it matches the vaccine type and dates provided before approving submission. Click the “Add Attachment” button

My Device

File Attachment

Choose From

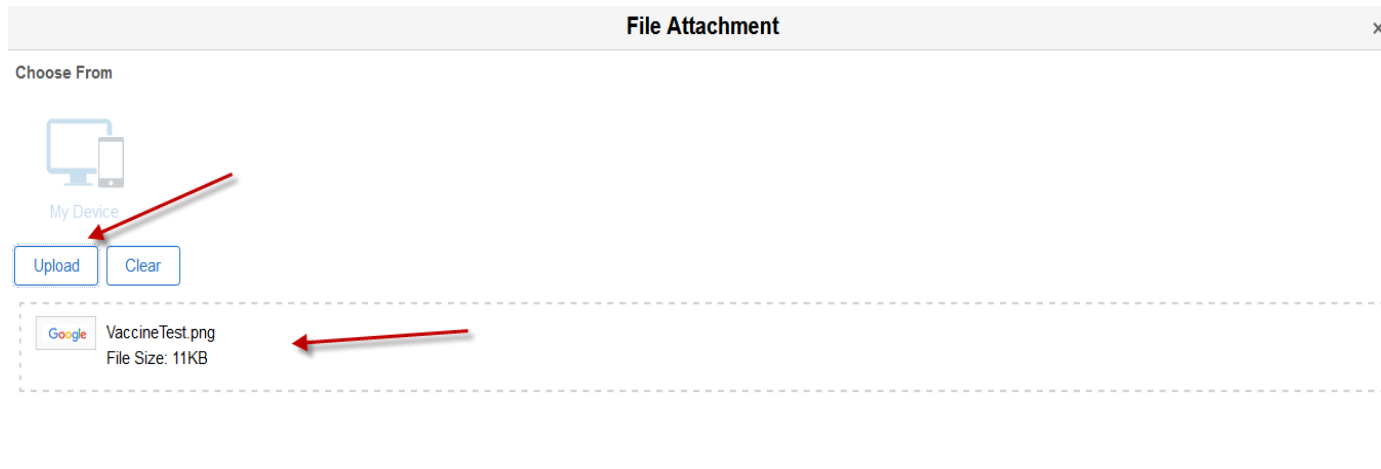


My Device

(A red arrow points to the 'My Device' icon)

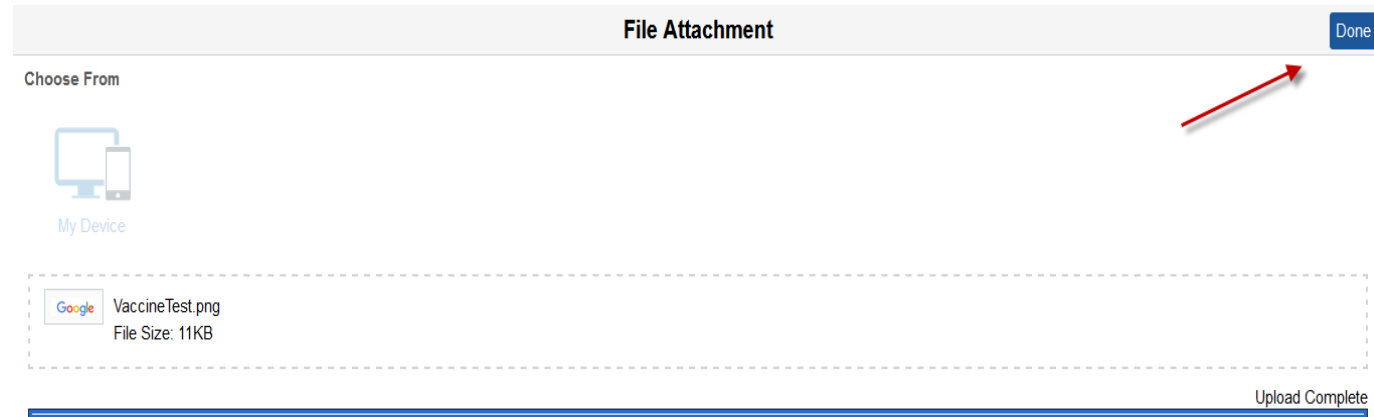
Click the “My Device” tile and browse to the file to upload.
Acceptable file formats are PNG, JPG and PDF.
Valid vaccination records include: CDC Vaccination Card,
Digital Vaccination Record, or CA Immunization Record.

Upload Vaccine File



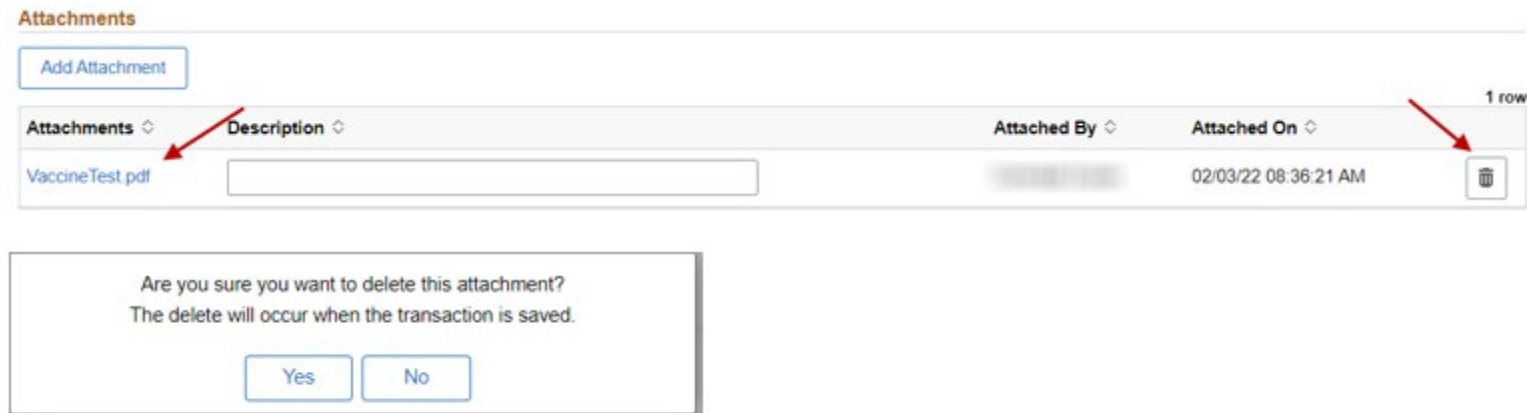
Once file is located on your device and selected, it will update the File Attachment page so you can review that the correct file is selected. Once you verify that the correct file is selected, click the “Upload” button.

Complete Upload




After the file upload is complete, click the “Done” button.

Validate Upload of file



Attachments

[Add Attachment](#)

Attachments	Description	Attached By	Attached On	
VaccineTest.pdf			02/03/22 08:36:21 AM	

1 row

Are you sure you want to delete this attachment?
The delete will occur when the transaction is saved.

[Yes](#) [No](#)

You can verify you have uploaded the correct attachment by using the Hyperlink.

If you find you need to delete the attachment you can use the trashcan to delete. You will be asked to verify.

You can then add the correct attachment.

Accept Acknowledgement

Acknowledgement

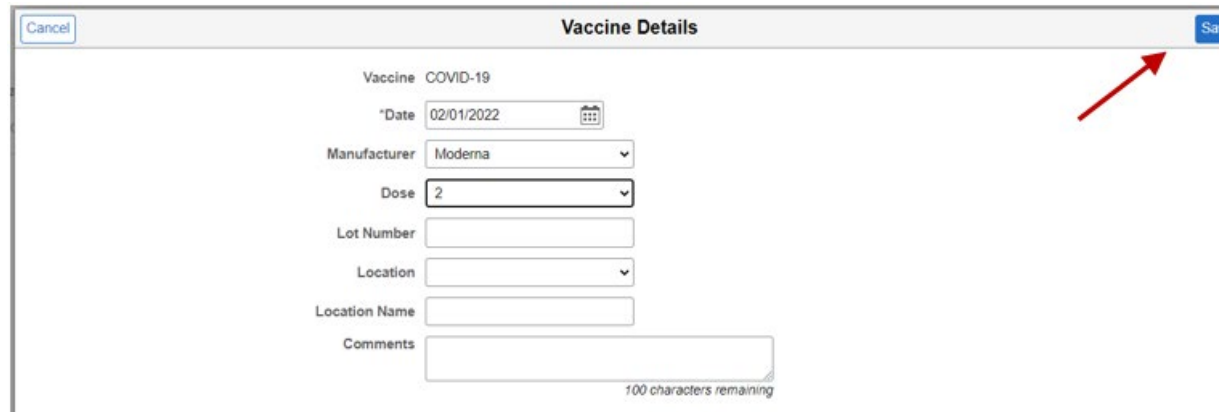
- Attach a file of your proof for LBCC staff to review. .
- Click Add Attachment and My Device. Select the file you wish to attach. Acceptable formats include .jpg, .png, or .pdf

I understand that I am required to provide accurate information. I hereby affirm that I have accurately and truthfully answered everything herein. In submitting this information, I consent to sharing my information with responsible personnel associated with the LBCC.

I hereby certify that the information being submitted is true and correct to the best of my knowledge.

Read the Acknowledgement and select the checkbox.

Enter Vaccine Information and Save



The screenshot shows a web form titled "Vaccine Details". At the top left is a "Cancel" button and at the top right is a blue "Save" button, which is highlighted by a red arrow. The form contains the following fields:

- Vaccine: COVID-19
- *Date: 02/01/2022 (with a calendar icon)
- Manufacturer: Moderna (dropdown menu)
- Dose: 2 (dropdown menu)
- Lot Number: (text input field)
- Location: (dropdown menu)
- Location Name: (text input field)
- Comments: (text area with "100 characters remaining" indicator)

If everything looks good click the
the "Save" button at top of page.

Vaccine Status

Vaccine Details

+			
Date ▾	Vaccine ▾	Status ▾	Last Updated By ▾
02/03/2022	COVID-19	Submitted	

Your vaccine will show that it has been submitted for review by authorized HR staff.

Vaccine Status

Vaccine Details

Date	Vaccine	Status	Last Updated By
02/03/2022	COVID-19	Recorded	[Redacted]


Once approved the status of your vaccine detail will show as Recorded.

NOTE:

If you need to add additional Vaccine data use the “+” to add second shot info or to record booster shots.

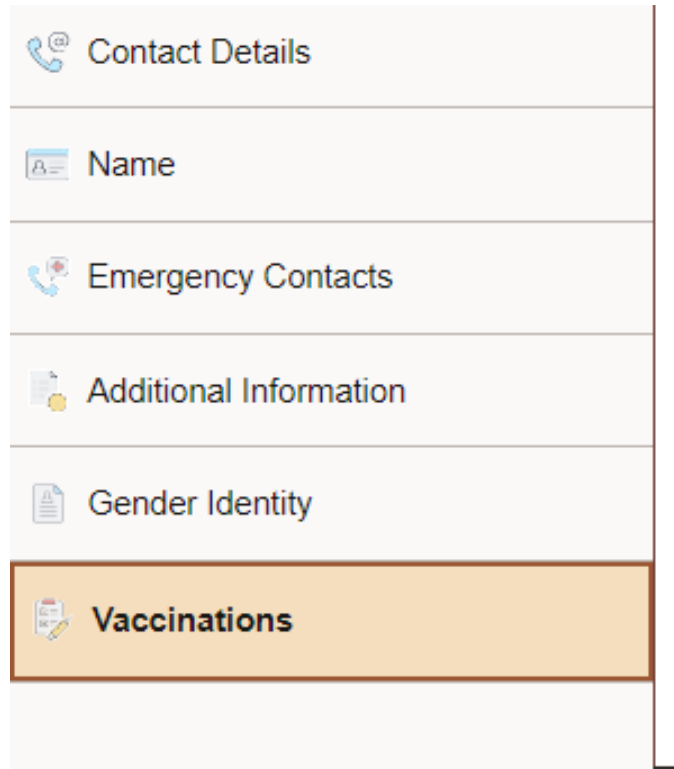
Vaccine Status

Vaccine Details

	Date ▾	Vaccine ▾	Status ▾	Last Updated By ▾
	02/02/2022	COVID-19	More Information Requested	

Click on the entry line and correct items and resubmit.

Vaccine Status



If there is more Information or issues with your submission you will see “Action Required” on your Vaccinations tab that needs your attention.

Click on Vaccinations tab.

You will see Vaccine Details with a “Caution” symbol and status will read “More Information Requested”.