

# System Guide: Upload COVID-19 Vaccination Records to HealthConnect

**Audience: faculty, staff, and students**

## Introduction

To satisfy Carnegie Mellon University's requirement of providing proof of COVID-19 vaccination, faculty, staff and students are required to upload their vaccination records to HealthConnect. Newly hired faculty and staff must complete the upload or obtain an approved exemption at least 24 hours before their start date to be eligible to begin working as scheduled.

In order for CMU to create a HealthConnect account for new hires, the university must have your date of birth.

- New staff are prompted to enter date of birth on their Candidate Home page in the Workday Recruiting application directly after accepting a job offer.
- New faculty are prompted to enter date of birth in Workday as part of their onboarding tasks (Change Personal Information).

What you will need to upload your records:

- Your Andrew ID and DUO-2fa.
- A digital image of your vaccination card or other proof that you have received at least one dose of a WHO-approved COVID-19 vaccination.
  - The image must include the following information to be verified:
    - Your full name
    - Your date of birth
    - The vaccine name and lot number
    - The date the vaccine was administered
  - Uploadable file types include:
    - PDF, PNG, JPEG and GIF files under 4MB
    - For mobile phone uploads, using the "Take Photo" feature (after clicking "Upload") may eliminate the need to edit an image.

**Note:** If the uploaded image does not contain the information listed above, your upload will not satisfy CMU's COVID-19 vaccination requirements. You will need to resubmit an image with complete information before you will be eligible to start work.

## Partially vaccinated employees:

To satisfy CMU's COVID-19 vaccination requirements, partially vaccinated individuals are asked to upload your current, incomplete records now. As soon as you receive your second dose, you will need to upload documentation of being fully vaccinated. To upload additional records, you will follow the same process.

## Need Assistance?

- If you have lost or misplaced your vaccination card, go to [CMU's COVID-19 Updates page](#) for guidance on obtaining a copy of your records.
- Faculty and staff—please email questions or concerns to HR Employment Compliance at [hr-employment-compliance@andrew.cmu.edu](mailto:hr-employment-compliance@andrew.cmu.edu).
- Students—please direct questions and concerns to [health@andrew.cmu.edu](mailto:health@andrew.cmu.edu).

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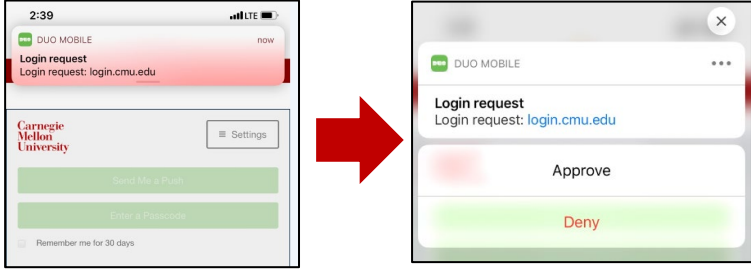
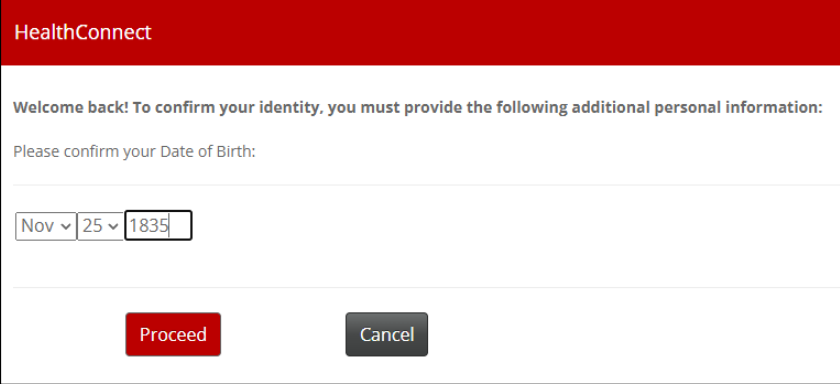
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## Uploading COVID-19 Vaccination Records to HealthConnect

Step	Details
1	<p>1. <b>Log on</b> Log on to CMU's <a href="https://www.cmu.edu/health-services/">University Health Services</a> webpage: <a href="https://www.cmu.edu/health-services/">https://www.cmu.edu/health-services/</a>.</p> <p>2. Click on the HealthConnect tab.</p>  <p>The screenshot shows the Carnegie Mellon University University Health Services website. The 'HealthConnect' tab is highlighted with a red box. Other tabs include 'UHS Services During COVID-19', 'New Students', and 'Student Insurance'.</p>
2	<p>1. Click on the “Log into HealthConnect” button on the right side of your screen.</p>  <p>The screenshot shows a button labeled 'Log into HealthConnect'.</p>
3	<p>1. The Web Login page displays. Enter your Andrew ID and password and select <b>Login</b>.</p>  <p>The screenshot shows the Web Login page with fields for Andrew ID and Password, and a Login button.</p> <p>2. Complete DUO authentication – choose an option:</p> <ol style="list-style-type: none"><li>DUO Push (smart phone or tablet): click <b>Send Me a Push</b></li><li>Passcode (one-time code via DUO mobile app or DUO hardware token): click <b>Enter a Passcode</b></li></ol>  <p>The screenshot shows the DUO authentication page with options for Duo Push and Passcode, and a Remember me for 30 days checkbox.</p>

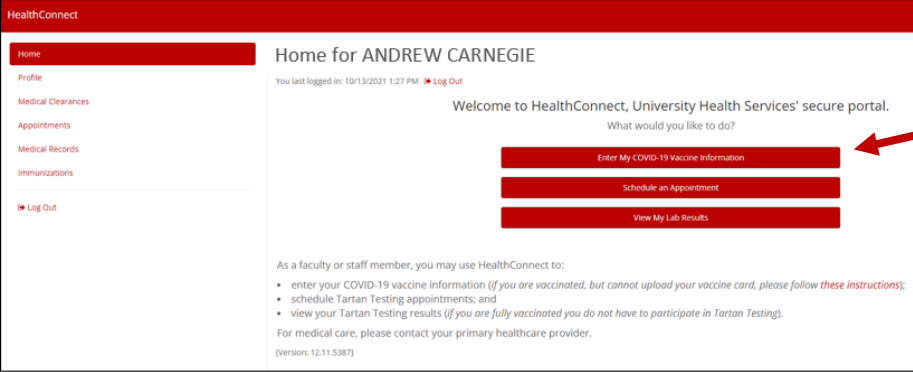
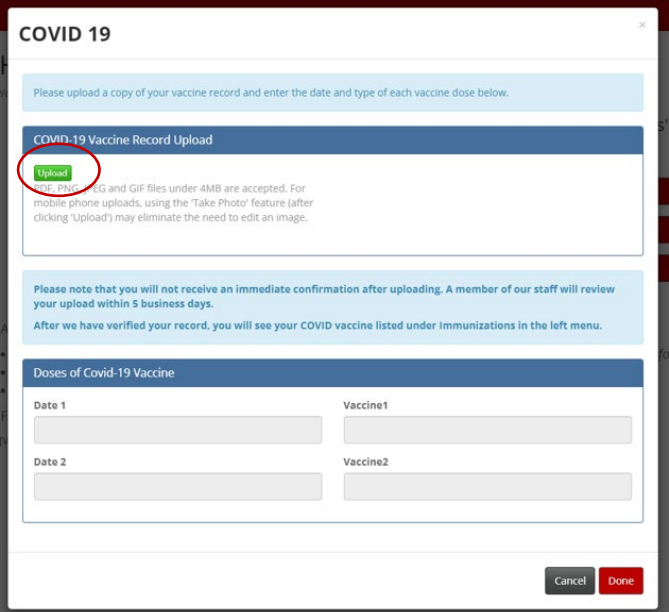
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Step	Details
	<p>3. Use your device or hardware token to complete the authentication:</p>  <p>The first screenshot shows a mobile device screen with a 'DUO MOBILE' notification at the top. Below it, a 'Login request' from 'login.cmu.edu' is displayed. The screen also shows the Carnegie Mellon University logo, a 'Settings' button, and two large green buttons: 'Send Me a Push' and 'Enter a Password'. A 'Remember me for 30 days' checkbox is at the bottom. A red arrow points from this screen to the second screenshot.</p> <p>The second screenshot shows a similar notification, but with two large buttons at the bottom: 'Approve' (white with red text) and 'Deny' (green with red text).</p>
4	<p>The HealthConnect login screen displays.</p>  <p>The screenshot shows a web page with a red header containing the text 'HealthConnect'. Below the header, there is a message: 'Welcome back! To confirm your identity, you must provide the following additional personal information:'. Underneath, it says 'Please confirm your Date of Birth:'. There is a date selection interface with three dropdown menus showing 'Nov', '25', and '1835'. At the bottom of the form, there are two buttons: a red 'Proceed' button and a grey 'Cancel' button.</p> <ol style="list-style-type: none"><li>1. Enter your date of birth.</li><li>2. Click <b>Proceed</b>.</li></ol>

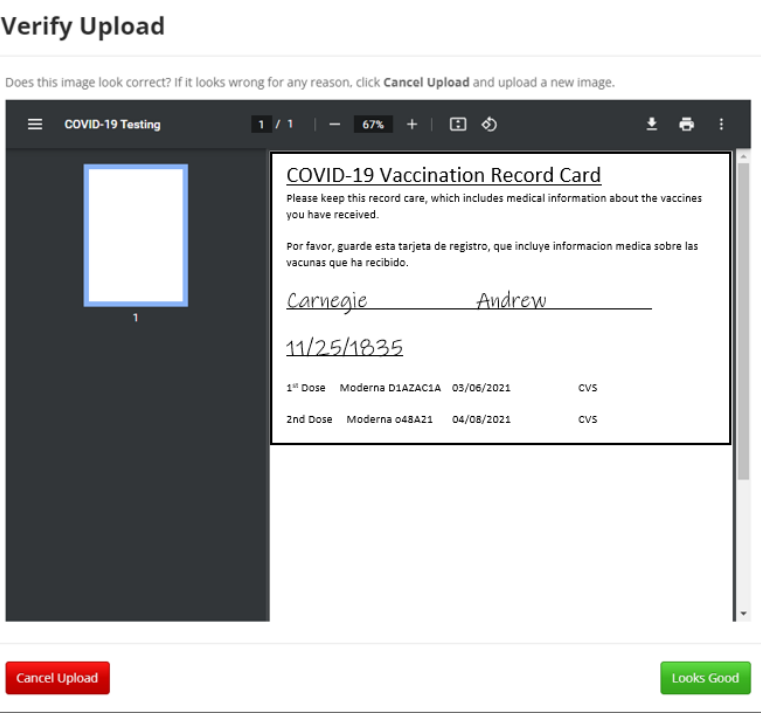
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Step	Details
5	<p>Your HealthConnect homepage displays.</p>  <p>1. Click the “Enter My COVID-19 Vaccine Information” button.</p>
6	<p>The COVID 19 pop-up displays.</p>  <p><b>Uploading your image:</b></p> <ol style="list-style-type: none"><li>1. Click the <b>Upload</b> button in the COVID-19 Vaccine Record Upload section.</li><li>2. Locate your file on your computer and double click on the file.</li></ol> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>• PDF, PNG, JPEG and GIF files under 4MB are accepted. For mobile phone uploads, using the “Take Photo” feature (after clicking “Upload”) may eliminate the need to edit an image.</li><li>• You will not receive immediate confirmation of you upload. A member of the UHS staff will review your upload within five business days. After your record has been verified, you will see your COVID vaccine listed under Immunizations in the left menu.</li></ul>

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Step	Details
7	<p data-bbox="216 297 636 321">The Verify Upload pop-up displays.</p> <div data-bbox="216 321 1003 1045"><p>The screenshot shows a 'Verify Upload' dialog box. At the top, it asks 'Does this image look correct? If it looks wrong for any reason, click <b>Cancel Upload</b> and upload a new image.' Below this is a preview of a document titled 'COVID-19 Vaccination Record Card'. The document contains the following text: 'Please keep this record card, which includes medical information about the vaccines you have received.' followed by its Spanish translation. The name 'Carnegie Andrew' is written in the 'Name' field, and the ID '11/25/1835' is in the 'ID' field. A table lists two vaccine doses: '1st Dose Moderna D1AZAC1A 05/06/2021 CVS' and '2nd Dose Moderna o48A21 04/08/2021 CVS'. At the bottom of the dialog, there are two buttons: a red 'Cancel Upload' button and a green 'Looks Good' button.</p></div> <p data-bbox="1182 378 1455 410"><b>Verifying your image:</b></p> <ol data-bbox="1182 443 1959 565" style="list-style-type: none"><li>1. If the upload looks correct, click the <b>Looks Good</b> button to continue.</li><li>2. If you want to cancel the upload, click the <b>Cancel Upload</b> and begin the upload process again.</li></ol>

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Step	Details				
8	<p data-bbox="218 289 548 315">Doses of Covid-19 Vaccine:</p> <div data-bbox="218 318 1125 1154"><h3 data-bbox="237 342 369 370">COVID 19</h3><p data-bbox="258 428 915 448">Please upload a copy of your vaccine record and enter the date and type of each vaccine dose below.</p><div data-bbox="247 488 1094 662"><h4 data-bbox="258 496 506 516">COVID-19 Vaccine Record Upload</h4><p data-bbox="258 542 646 618"><b>Upload</b> PDF, PNG, JPEG and GIF files under 4MB are accepted. For mobile phone uploads, using the 'Take Photo' feature (after clicking 'Upload') may eliminate the need to edit an image.</p><div data-bbox="680 532 863 646"><p data-bbox="695 542 848 553">COVID-19 VACCINATION RECORD CARD</p><p data-bbox="695 553 848 570">Please do not change this information. It will be used to do this on your behalf and to ensure that all the information you have provided is correct.</p><p data-bbox="695 586 848 602">Carnegie Mellon</p><p data-bbox="695 602 848 618">12/25/2021</p><p data-bbox="695 618 848 634">12/25/2021 12/25/2021</p></div></div><p data-bbox="258 699 1062 740">Please note that you will not receive an immediate confirmation after uploading. A member of our staff will review your upload within 5 business days.</p><p data-bbox="258 748 1041 768">After we have verified your record, you will see your COVID vaccine listed under Immunizations in the left menu.</p><div data-bbox="247 805 1094 1029"><h4 data-bbox="258 813 453 833">Doses of Covid-19 Vaccine</h4><table data-bbox="258 857 1083 1000"><tr><td data-bbox="258 857 663 922">Date 1 3/6/2021</td><td data-bbox="684 857 1083 922">Vaccine1 Moderna CoVmRNA (COVID19 Moderna mRNA-)</td></tr><tr><td data-bbox="258 938 663 1003">Date 2 4/3/2021</td><td data-bbox="684 938 1083 1003">Vaccine2 Moderna CoVmRNA (COVID19 Moderna mRNA-)</td></tr></table></div><p data-bbox="968 1097 1094 1122">Cancel Done</p></div>	Date 1 3/6/2021	Vaccine1 Moderna CoVmRNA (COVID19 Moderna mRNA-)	Date 2 4/3/2021	Vaccine2 Moderna CoVmRNA (COVID19 Moderna mRNA-)
Date 1 3/6/2021	Vaccine1 Moderna CoVmRNA (COVID19 Moderna mRNA-)				
Date 2 4/3/2021	Vaccine2 Moderna CoVmRNA (COVID19 Moderna mRNA-)				

### Enter your Vaccination Details:

1. In the **Date 1** field, enter the date of your first dose.
2. In the **Vaccine1** field, click on the dropdown arrow and select the vaccine type.
3. In the **Date 2** field, enter the date of your second dose.
4. In the **Vaccine2** field, click on the dropdown arrow and select the vaccine type.
5. When you have finished entering your vaccine details, click **Done**.

### Note:

- If you received a single-dose vaccine, leave the Date 2 and Vaccine2 fields empty.
- If you are partially vaccinated (i.e., you have not yet received your second dose), leave the Date 2 and Vaccine2 fields empty until you receive your second shot.
- You will not receive immediate confirmation after uploading. A member of the University Health Services staff will review your upload within five business days. After your record is verified, your vaccine will be listed under Immunizations in the left menu.

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Step	Details
9	<p data-bbox="218 289 432 318"><b>Follow-up tasks:</b></p> <p data-bbox="218 350 474 380"><b>Partially Vaccinated</b></p> <p data-bbox="218 380 1913 440">To maintain compliance with CMU's COVID-19 vaccination requirements, you must obtain your second shot as scheduled and upload proof that you are fully vaccinated as soon as you have received your second dose. Complete the Date 2 and Vaccine2 fields at that time.</p> <p data-bbox="218 472 405 501"><b>Booster Shots</b></p> <p data-bbox="218 501 1927 561">While booster shots are not currently addressed in CMU's COVID-19 vaccination requirements, if you receive a booster shot, we recommend that you update your vaccination records on HealthConnect in case the university's requirements change over time.</p> <p data-bbox="218 686 449 716"><b>Need Assistance?</b></p> <ul data-bbox="268 716 1913 781" style="list-style-type: none"><li data-bbox="268 716 1913 747">• Faculty and staff—please email questions or concerns to HR Employment Compliance at <a href="mailto:hr-employment-compliance@andrew.cmu.edu">hr-employment-compliance@andrew.cmu.edu</a>.</li><li data-bbox="268 747 1913 781">• Students—please direct questions and concerns to <a href="mailto:health@andrew.cmu.edu">health@andrew.cmu.edu</a>.</li></ul>