Overview : This document provides an overview on how to report your current COVID19 vaccination status. A fully vaccinated status is certifiable after the following post inoculation waiting period :

- x Two weeks (14 days) after their second shot in a 2-dose series

- x Two weeks (14 days) after a single shot vaccine

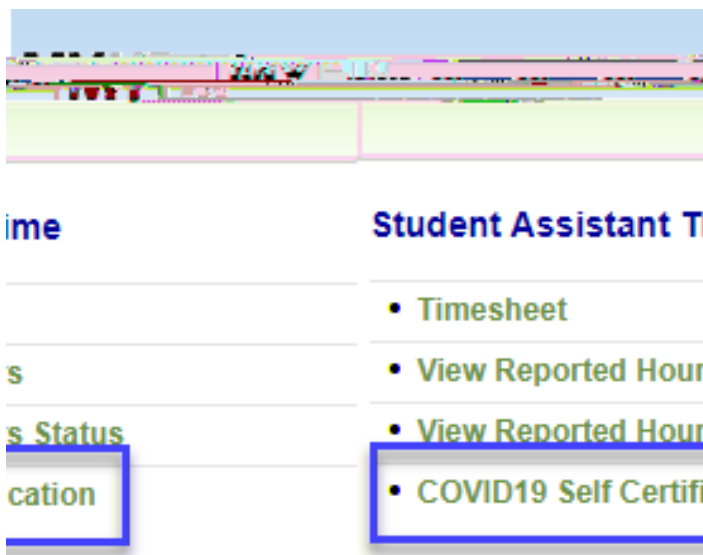- x Boosters must be received with 30 days of eligibility

Log In

1. Navigate to MyHR (https://www.csueastbay.edu/myhr/)

2. Click the SIGN IN button

3. Select the Student Employee tab.

Page Navigation and Self-Certification

4. Click the "COVID19 Self Certification" hyperlink located below the Student Assistant Time Header

5.	In Section I, populate the applicable checkbox:

*Not Listed Vaccine Manufacturer

7. Review and populate the checkbox in Section II: Self-Attestation of Accuracy of Information Provided

8. Please upload a copy of your Vaccination Record Card only in Section III –Attachments: Proof of COVID-19 Vaccination

9. Click the "Attach" button to add an attachment

10. Click the "Choose File" button to upload a copy of your previously saved COVID-19 Vaccination Record Card

11. Click the "Upload" button to upload your file

12. Verify the Attached File field is populated

19-Vaccination Record Card, P3. I upload a copy of your proof of COVID-19 Vaccination. An example of proof is a COVID Code from the State of California, letter from a health care provider, etc.

Attached File: Vaccination Test.docx   View   Delete
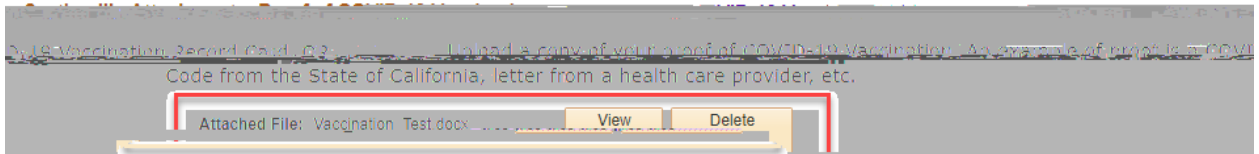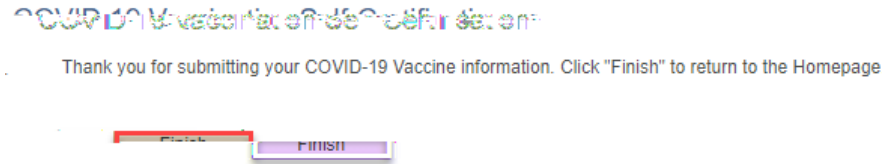
13. Click the 'Submit' button of finalize your entry

Submit
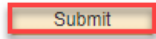
14. Click the 'Finish' button to be redirected to the Employee tab

COVID-19 Vaccination Confirmation

Thank you for submitting your COVID-19 Vaccine information. Click "Finish" to return to the Homepage

Finish

Whom to Contact for Help?
Please log a service ticket via the Service Desk