Overview: This document provides an overview on how to report your COVID19 Booster vaccination status.

Eligible employees must receive a Booster within 30 days of eligibility; an employee will be considered fully vaccinated once they receive all CDC recommended boosters for which they are eligible.

Log In

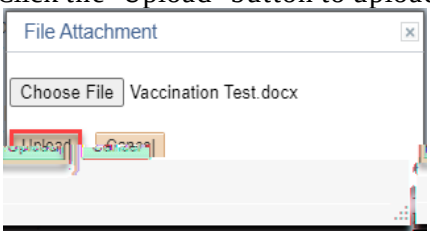
1. Navigate to **MyHR** (https://www.csueastbay.edu/myhr/)
2. Click the **SIGN IN** button

3. Select the ***Student Employee*** tab.

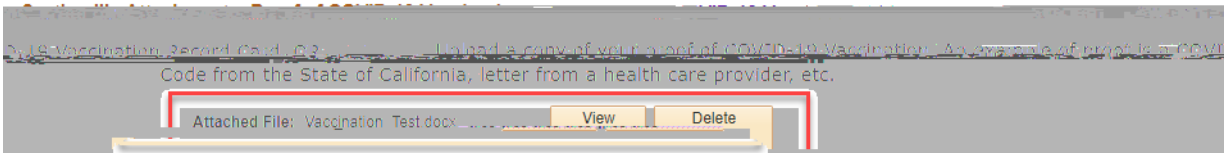
Page Navigation and Self-Certification

4. Click the “COVID19 Self C

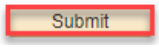
11. Click the “Upload” button to upload your file



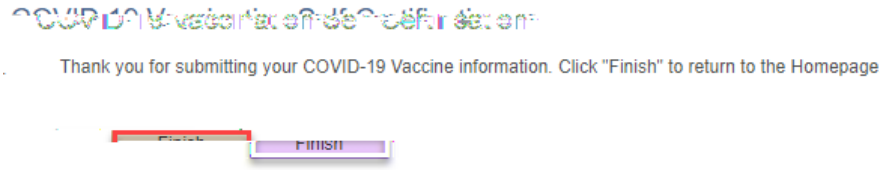
12. Verify the Attached File field is populated



13. Click the “Submit” button of finalize your entry



14. Click the “Finish” button to be redirected to the Employee tab



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