UC RIVERSIDE

Employee Vaccine Guide Upload Process for COVID-19 Booster 2023-2024

2023–2024 updated COVID-19 vaccines

As of September 12, 2023, the Centers for Disease Control and Prevention (CDC) recommended using the 2023–2024 revised Pfizer-BioNTech and Moderna COVID-19 vaccines for individuals aged 6 months and older residing in the United States.

The latest iteration of the COVID-19 vaccines, developed for the 2023–2024 period, exhibits enhanced targeting capabilities against the XBB lineage of the Omicron variant . These improvements are expected to bolster the safeguarding against severe cases of COVID-19, which may have waned with the passage of time. Moreover, these updated vaccines are anticipated to demonstrate heightened efficacy in combating the presently circulating variants.

It is imperative for individuals who have received this vaccine to ensure their vaccination records are uploaded. If your vaccine record is from previous doses given in 2022, this does not suffice as an up-to-date vaccine record for this year. If you do not plan to get the latest booster, please proceed to update the declination.

As of 08/01/2022, UCR is no longer using the My Chart/Epic system for staff and faculty. The Point and Click system require an individual to upload their COVID-19 primary series vaccine records as this is not connected to any other system. The same process is required for Flu. It is the employee's responsibility to either attest or decline the Influenza Vaccine and the COVID-19 Booster, which can only be done within Point and Click using your UCR Net ID.

Process through Point and Click "PNC"

Employees

COVID-19 Booster 2023-2024 Vaccine Upload Process:

- Click on the patient portal link: Patient portal.
    - If you are not directed to the UCR Employee Health Record System or are unable to log in, please contact UCR ITS for assistance:
        1. Tel: 951-827-4848
        2. To Place a Support Ticket with ITS: UCR - Home - UCR - Portal (service-now.com)
- Click on the third blue box, "View My Medical Clearances/Vaccination Records," in the center of the page

Home for ▓▓▓▓▓▓

You last logged in: ▓▓▓▓▓▓   ↪ Log Out

Welcome to

Student Health and Counseling Services/Employee Health Records

I would like to...

Schedule an Appointment
(Students Only) Send or View Secure Message
View My Medical Clearances and Vaccine Records
View My Medical Records
View My Lab Results

➢ If you do not see your clearances as pictured below, please send a secure email to covid19@ucr.edu for assistance or call the COVID-19 Hotline (844) 827 - 6827

- On the next screen, Click the green "Update" button in the "COVID-19 Boost 2023-2024" section.

Items required for clearance:

Clearance	Status	Details
COVID-19 Boost 2023-2024	Update	Not Satisfied ❶
Influenza Vaccine	Update	Not Satisfied ❶

- Click "Add Immunization" under "COVID-19 Vaccine History" and input the date and the correct Immunization option for each dose reflected on your Proof of COVID-19 Vaccination. Be sure to click "save" after each entry. Please ensure your immunization entries are accurate; if they are found to be incorrect, you will remain noncompliant and need to resubmit.

COVID-19 Vaccine History

Add Immunization

Immunization	Administered Date

Add Immunization

Date

MM/DD/YYYY

Immunization
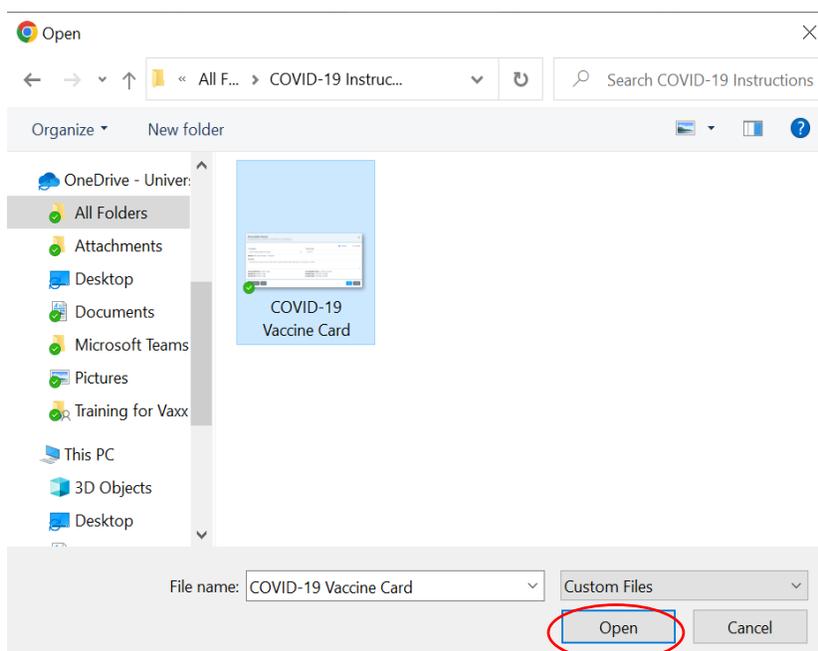
Select one...

Save   Cancel

- Click "Upload" under "COVID-19 Vaccination Card Upload" and choose the file that contains your COVID-19 Vaccination Record. Acceptable forms of documentation can be found below under "Acceptable Proof of COVID-19 Vaccination."

COVID-19 Vaccine

Please add all doses of your Covid-19 immunization information below. Please verify all doses are on your vaccine record prior to uploading.

COVID-19 Vacination Card Upload

Upload

Please upload a copy of your vaccination card

Open

← → ↑ « All F... › COVID-19 Instruc... ✓ ↻ 🔍 Search COVID-19 Instructions

Organize ▾   New folder

OneDrive - Univers
📂 All Folders
📂 Attachments
🖥 Desktop
📄 Documents
📄 Microsoft Teams
🖼 Pictures
👥 Training for Vaxx

💻 This PC
📦 3D Objects
🖥 Desktop

COVID-19
Vaccine Card

File name: COVID-19 Vaccine Card   Custom Files

Open   Cancel

- After choosing your file and clicking "open," please review your image to make sure it is the correct file; if it is correct, click "done."
- Your document and immunizations will be reviewed by compliance staff to ensure accuracy. If the immunization entries and uploaded documents do not match, you will remain noncompliant for COVID-19.
- You have completed your COVID-19 Vaccine Upload

- For additional assistance, covid19@ucr.edu please send us an e-mail or call the COVID-19 Hotline (844) 827 - 6827