



# COVID-19 Vaccine Upload Process

University of California COVID-19 vaccine requirement: According to the "COVID-19 Vaccination Program" attachment within the [UC Policy on Vaccination Programs](#), **all covered students, faculty, other academic appointees, and staff are required to get vaccinated against COVID or opt out.**

## Process through Enterprise Health for Faculty and Staff

### COVID Vaccine Upload Process:

Starting on September 15, 2025, Staff and Faculty will have access to the [Enterprise Health](#) record system. Staff and Faculty can log into the portal via standard campus multifactor authentication (MFA). This secure system is isolated to only information provided by the employee and does not connect to other health records an employee may have at other healthcare locations.

Staff and Faculty will receive an automated email from [noreply@ehsoh.ucr.edu](mailto:noreply@ehsoh.ucr.edu) with the subject line: **REMINDER TO REVIEW NOTIFICATIONS**, instructing you to complete the vaccine reporting requirements through the Employee Medical Record (EMR) portal.

From: [noreply@ehsoh.ucr.edu](mailto:noreply@ehsoh.ucr.edu)  
To: [REDACTED]  
Subject: Reminder to Review Notifications



This message is sent from an un-monitored mailbox, therefore please do not reply to this message

### Reminder to Review Notifications

To: [REDACTED]

You have activities available for you to take advantage of.

The following questionnaire(s) are due:

- UCR COVID Vaccine Reporting - Due: 12-01-2025
- UCR Influenza Vaccine Reporting - Due: 12-01-2025

You have new message(s)

[Click here to visit the Individual Portal to complete these activities.](#)

If you have any additional questions regarding this notification, please contact Occupational Health at [ehsocchealth@ucr.edu](mailto:ehsocchealth@ucr.edu).

We thank you for your cooperation.

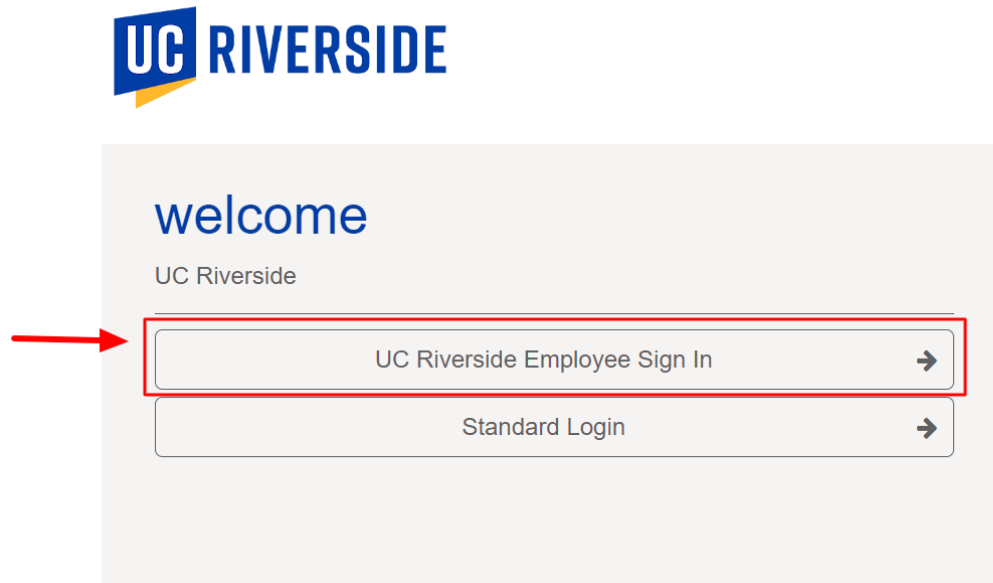
UCR EH&S Occupational Health.

(951) 827-9902.

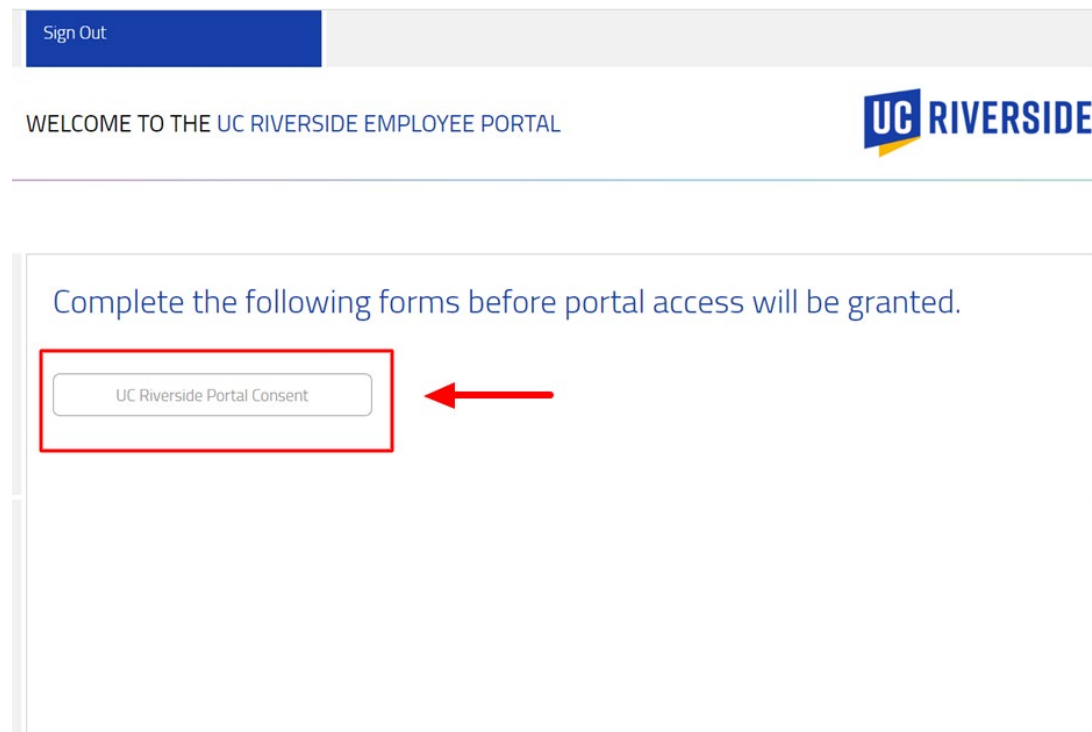
#### CONFIDENTIALITY NOTICE:

This E-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of this E-mail or any attachment is prohibited. If you have received this E-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you.

**Step 1:** Login to the [Employee Medical Record Portal: Enterprise Health](#) using your UCR credentials. **Click** the “UC Riverside Employee Sign In” button.



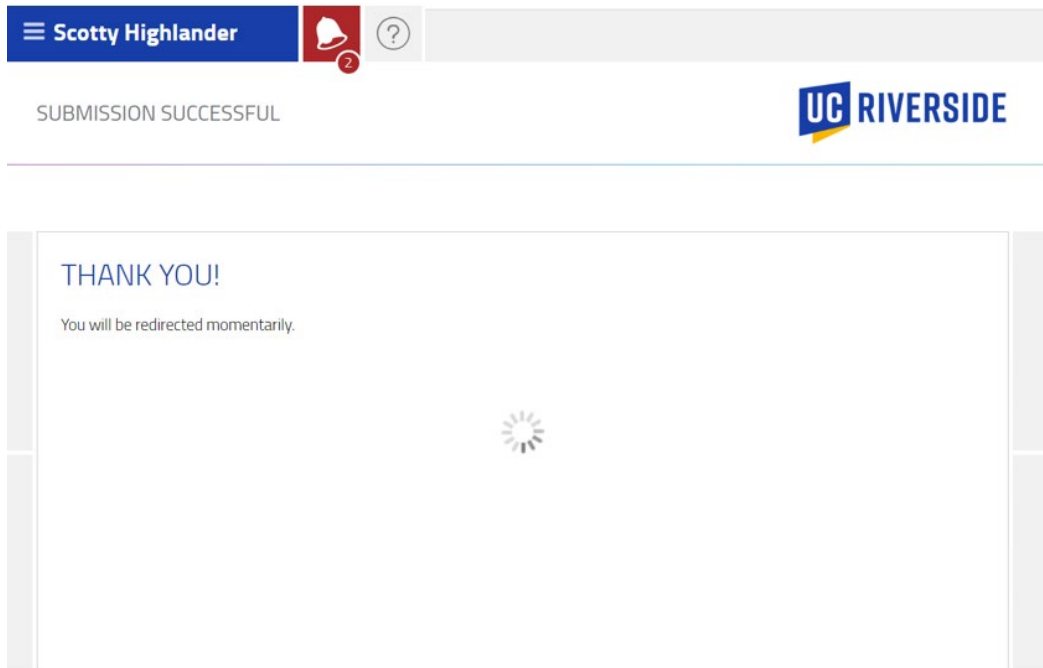
**Step 2:** First time users will be prompted to **Click** the *UC Riverside Portal Consent Form* button.



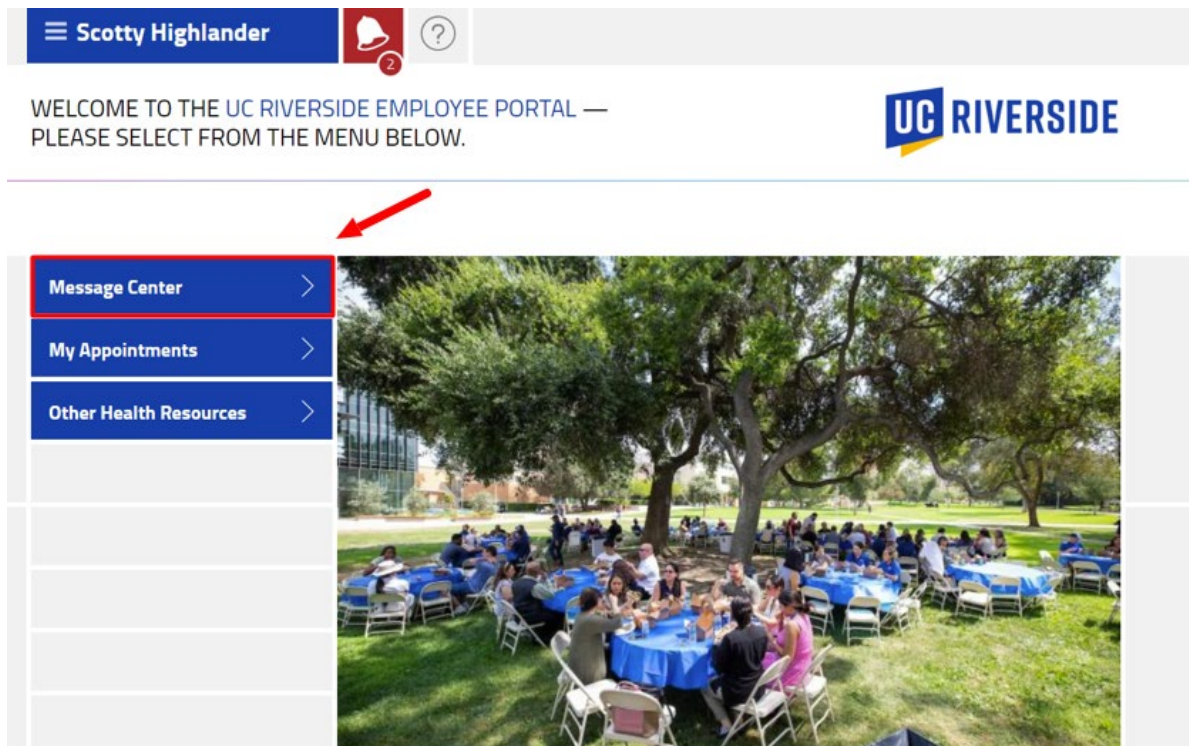
- Acknowledge the Data Consent portion by typing in your legal name within the open field text box.
- Review the SMS Opt-In Agreement and make a selection.
- Review the Telehealth Consent portion and make a selection.
- Click the Submit button.

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After clicking submit, the page will automatically redirect you to the home screen momentarily.



**Step 4:** Within the Home Screen, Click the “Message Center” button to open a questionnaire.



**Step 5:** Locate the “UCR COVID Vaccine Reporting is due” questionnaire and click the “Begin” button to open the questionnaire.

MESSAGE CENTER

UC RIVERSIDE

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QUESTIONNAIRES

08-13-2025    UCR COVID Vaccine Reporting is in progress

08-13-2025    UCR Influenza Vaccine Reporting is in progress

begin

begin

MESSAGES

Filter by Subject...

search

send a message

**Step 6:** Click on the “I have been vaccinated” button.

UCR COVID VACCINE REPORTING (1/1)

UC RIVERSIDE

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The University of California strongly recommends that all members of the University community stay Up-To-Date on COVID-19 vaccination consistent with vaccine recommendations adopted by the CDC and CDPH applicable to their age, medical condition, and other relevant indications.

Find out if your COVID-19 vaccine is up to date by clicking the link: <https://www.cdc.gov/covid/vaccines/stay-up-to-date.html>.

Complete the information below:

Have you received your Up-To-Date COVID-19 vaccine? \*

I have been vaccinated

I decline receiving the COVID-19 vaccine

**Step 8:** Enter the date the vaccine was received in MM-DD-YYYY format. **Select** the vaccine dose type. **Click** the “Submit” button to record your vaccination.

Complete the information below:

Have you received your Up-To-Date COVID-19 vaccine? \*

I have been vaccinated

I decline receiving the COVID-19 vaccine

Date most recent vaccine was received? \* (mm-dd-yyyy)

mm - dd - yyyy

Type of COVID Vaccine dose: \*

☐ Pfizer

☐ Moderna

☐ Janssen (Johnson & Johnson)

☐ AstraZeneca/Oxford

☐ Sinopharm (Beijing Bio-Institute of Biological Products Co Ltd)

☐ Sinovac-CoronaVac

☐ Serum Institute of India

☐ Other

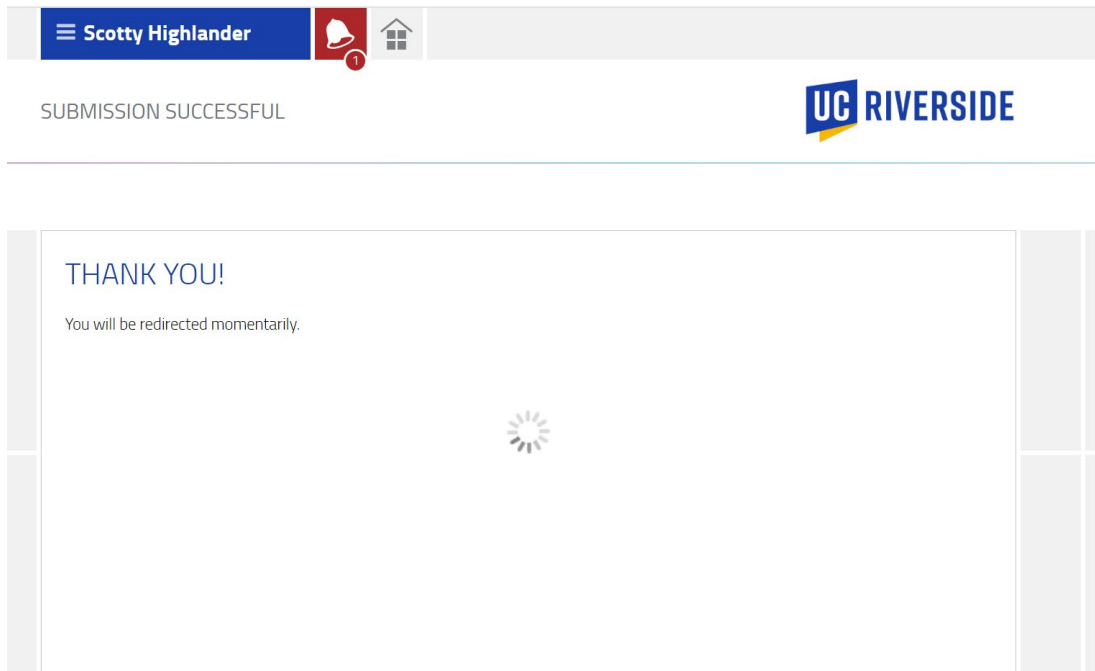
Please upload a copy of your COVID Vaccine immunization from this season (PNG, PDF, or JPG file only).

Choose file

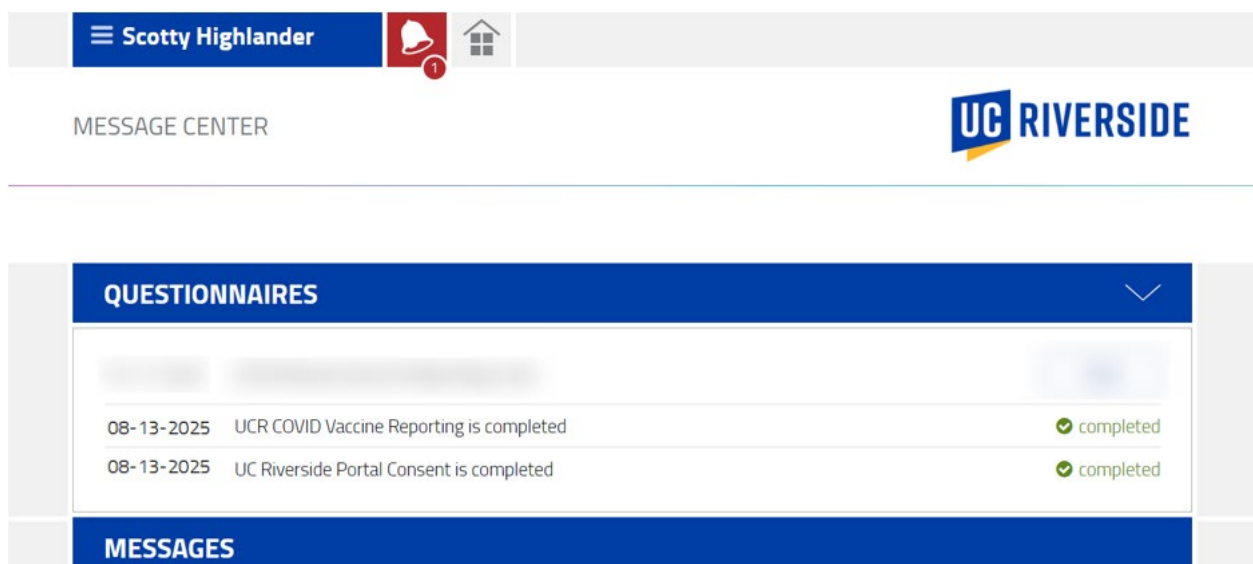
\* indicates required information

SUBMIT

After clicking submit, the page will automatically refresh and redirect you to the portal Message Center.



Once the page is refreshed, you will see that the "UCR COVID Vaccine Reporting is completed" will state "completed". You are now compliant with the UC Vaccination Policy regarding the yearly COVID Program.



For any questions or concerns, please email [EHSOCHEALTH@UCR.EDU](mailto:EHSOCHEALTH@UCR.EDU)