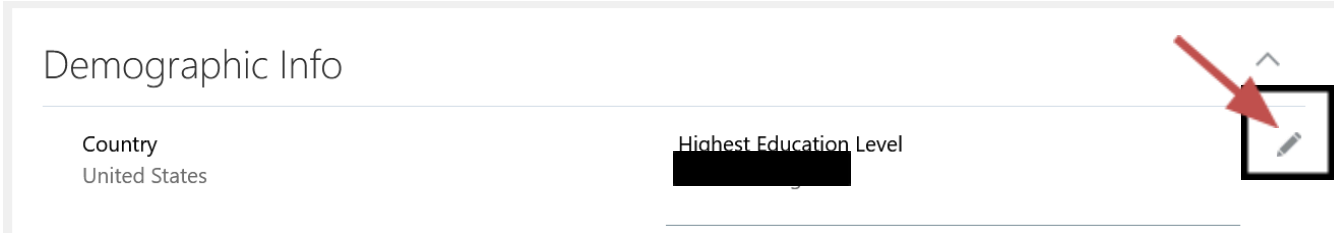


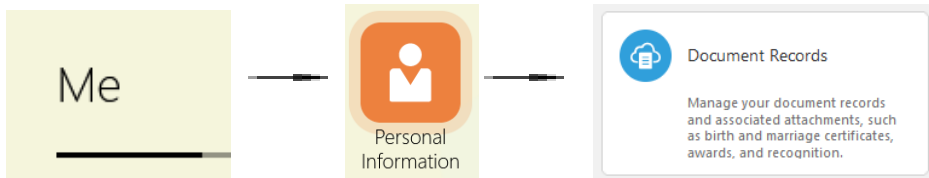
Update Final COVID Vaccination Date

Purpose: The purpose of this document is to walk you through how to update the Final COVID Vaccination Date in Oracle.

Process Step & Description	Action
1.1 Navigation	Navigation: Oracle Homepage → Me → Personal Information → Personal Details  The diagram shows a sequence of three elements connected by arrows. The first element is a yellow box with the text 'Me'. The second element is an orange box with a person icon and the text 'Personal Information'. The third element is a white box with a blue person icon, the text 'Personal Details', and a description: 'Details about yourself, such as name, date of birth, marital status, and national identifier.'
1.2 Update Final Vaccination Date	Under the Demographic Info section, select the Edit icon.  The screenshot shows a 'Demographic Info' section with two fields: 'Country' (United States) and 'Highest Education Level' (redacted). An edit icon (pencil) is highlighted with a red arrow in the top right corner of the section. In the Final COVID Vaccination Date field, select the date of your final vaccination. For a two-dose vaccine (Moderna and Pfizer,) select the date of your <u>second dose</u>. For a single dose vaccine (Johnson & Johnson,) select the date of your <u>one</u> shot. If you received a booster, update to the date of your <u>booster</u>. Final COVID Vaccination Date  The screenshot shows a date picker field with the date '05-Jul-2021' selected. A calendar icon is visible on the right side of the field. Once all updates have been made, select Submit.

Navigation:

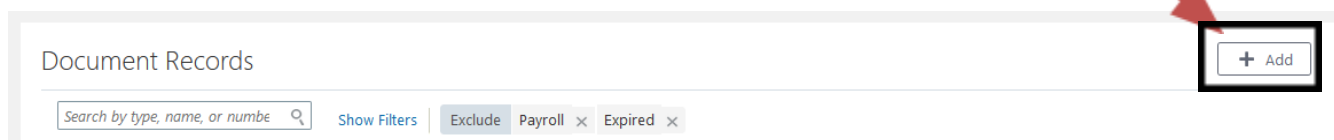
Oracle Homepage → Me → Personal Information → Document Records



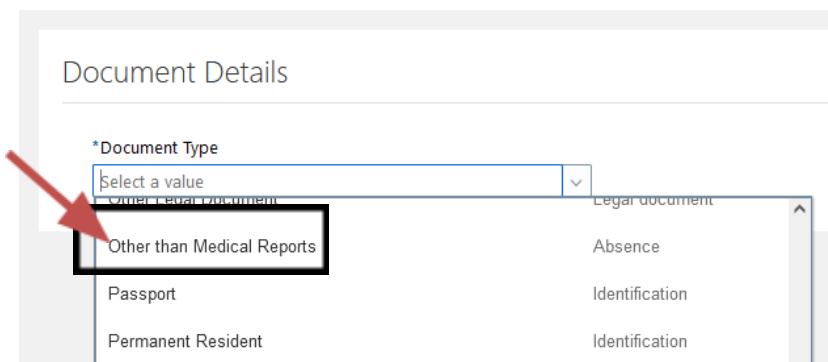
After registering your COVID vaccination date, you will want to upload your vaccine card to your document records.

To create a new document, click **+ Add**.

1.3 Upload Vaccine Card to Documents



Select **Other than Medical Reports** as the document type.



Complete the details and upload your scanned vaccine card.

Document Details

*Document Type
Other than Medical Reports

Category
Absence

Description
COVID Vaccine Card

Number

From Date
dd-mm-yyyy

To Date
dd-mm-yyyy

Attachments

Country
All Countries

Subcategory
General

Issued On
07-Apr-2021

Issuing Authority
Center for Disease Control

Issuing Comments

Context Value

Drag files here or click to add attachment

In the following fields:

- **Name** – COVID Vaccine Card OR if this now contains your booster call it “COVID Booster”
- **Issued On** – Use date of your first vaccine shot OR if this is proof of Booster use booster date
- **Issuing Authority** – Centers for Disease Control
- **Issuing Comments** – Name of vaccine (*Pfizer, Moderna, Johnson & Johnson*)

Note: Do not forget to scan and upload a copy of your vaccine card in the attachments section.

After completing the details and uploading a copy of your document, select **Submit**.