Completing the Covid-19 Vaccination Request:

1) Search *Create Request* in the Workday search bar or follow this link to the *Create Request* task and type in *COVID*. Select *OK*.
2) Upload a picture of your completed *Covid-19 Vaccination Card* under the attachments section. If taking a 2-dose series, you must have had your second shot before submitting your documentation. If you have completed your vaccination series, upload the document and click submit.