Completing the COVID-19 Vaccine/Booster Request

1) **Search Create Request** in the Workday search bar or follow this link to the Create Request task and type in COVID, then select the **COVID-19 Vaccine/Booster Student Request**. Select OK.

2) Indicate whether you are submitting your completed vaccine, booster information, or both.

**COVID-19 Vaccine/Booster Student**

Please complete the questions below, then attach and upload a picture of your **COMPLETED** COVID-19 card.

**Booster Shot Submission**
Your COVID-19 card must display the manufacturer and date of your booster shot.

**Vaccination Submission**
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.
3) **Vaccine Submission:** If you are submitting booster information only, skip this section.
   a. If you have taken a 2-dose series of the vaccine, enter the date of your second dose. For single-dose vaccines, enter the date of your initial dose.
   b. Select the vaccine manufacturer from the list.

4) **Booster Submission:** If you are submitting vaccine completion information only, skip this section.
   a. Enter the date you received your booster shot.
   b. Select the booster manufacturer from the list.
5) Upload a picture of your completed **COVID-19 Vaccination Card** under the attachment section. If you have taken 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.