Completing the COVID-19 Vaccination Request (Students):

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

2) Upload a picture of your completed *COVID-19 Vaccination Card* under the attachment sections. 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.