COVID-19 Vaccination

ONLINE TRANSACTION USER GUIDE

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Login & Access
(Please note: FireFox ESR is the preferred browser when working with Oracle Applications. Please ensure that pop-up blockers are disabled for Oracle)

1. Log in to Oracle: https://myinfo.rit.edu

2. Navigate to ‘RIT Employee Self-Service’ and select COVID-19 Vaccination under RIT COVID Information

New entry

Select the appropriate section to create an entry for the manufacturer based on the vaccination you received:

1. RIT COVID-19 Vaccine Johnson & Johnson
2. RIT COVID-19 Vaccine Moderna
3. RIT COVID-19 Vaccine Pfizer
4. RIT Other COVID-19 Vaccine: This section can be used when the vaccine received was not one of the other 3. There will be a dropdown list of available vaccines once Add is selected for this option

Important: You must add your vaccine information only for the specific manufacturer of the vaccine you received. If you are unsure of which vaccine you received, please refer to your Vaccination Record Card.

Select the Add button to make a new entry under the correct section. Then click Next.
Enter the information for each question. Based on the Vaccine received, you will either see date fields for the single vaccination date, or a date field for each dose. Vaccination documentation types include photo copies of the original document, vaccine passports including the Excelsior Pass. Please refer to the Attachment Section on how to upload the proof of COVID-19 vaccination.

If you Add for Other Vaccination, you will need to select the Vaccine from the dropdown and then enter the applicable dates. If the Other vaccine selected only has one dose, then just need to enter the date in the Final Dose field.

Booster doses may be different from the original manufacture, please select the appropriate manufacturer for the Booster dose received.

Click Apply

You will be returned to the Overview screen where you will see the New entry – click on Next to move to the submit page

Adding Attachments

On the review page, attachments must be added to submit the required documentation. Proof of the COVID-19 Vaccination is required. Proof can be a copy of the vaccination card in the form of a photo, PDF or word document. Proof can also be in the form of a screen shot of the Excelsior App Pass or other COVID-19
vaccination passport. Supervisors do not need to provide the attachment if they are submitting the information on behalf of their employee and they have verified the proof in person.

Please ensure that the pop-up blockers are turned off to allow for the files to be uploaded.

Click the *Add* button in the Additional Information section:

1. On the Add Attachment Screen click the *Browse…* button under Define Attachment:

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**Review and Submit**

Review all data entered and Click *Submit*
A previous submission for a Vaccine can either be Updated or Deleted. To enter information regarding booster doses or for the documentation of vaccine please select Update. To do this, on the main page, select the record to be updated or deleted and click Next.

**RIT COVID-19 Vaccine Johnson & Johnson**

<table>
<thead>
<tr>
<th>Select Object:</th>
<th>Delete</th>
<th>Update</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Status</td>
<td>Vaccination Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Updated</td>
<td>26-Feb-2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are updating, you will then be able to update the existing information. Make any changes and select Apply.

Booster doses may be different from the original manufacture, please select the appropriate manufacturer for the Booster dose received.

The record will now show with a status of Updated. Click on Next, review the changes and click on Submit.

**RIT COVID-19 Vaccine Johnson & Johnson**

<table>
<thead>
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<th>Select Object:</th>
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<tbody>
<tr>
<td>Select Status</td>
<td>Vaccination Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deleted</td>
<td>26-Jan-2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are Deleting, after selecting Delete, the record will now show with a status of Deleted. Click on Next, review the changes and click on Submit.

You can then Review the changes and Click Submit

**Supervisor Approval:**

By approving the transaction, supervisors are attesting that they have reviewed the document providing proof of the vaccine. Acceptable forms of proof include, original document, photo documentation, Excelsior pass or other vaccine passport.

Supervisors can enter the information on behalf of the employee after viewing the required documentation, additional approval is not required for entries made by the supervisor.