COVID-19 Test Results

ONLINE TRANSACTION USER GUIDE
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Login & Access
(Please note: Internet Explorer is the preferred browser for Oracle)

1. Log in to Oracle: https://myinfo.rit.edu
2. Navigate to ‘RIT Employee Self-Service’ and select COVID-19 Test Results

New entry

Select the Add button to make a new entry. Then click Next.

Enter the information for each question. Please note that you do not need to enter information on negative results for household members, only for positive results. Click Apply
You will be returned to the Overview screen – click on *Next* to move to the submit page and to add the required documentation.

**RIT COVID-19 Test Results**

<table>
<thead>
<tr>
<th>Select Status</th>
<th>Have you tested positive?</th>
<th>If YES, please indicate the date of the last time you were on campus</th>
<th>If YES, please indicate the state in which you work</th>
<th>Test Date</th>
<th>Test Results Date</th>
<th>Has someone in your household tested positive?</th>
<th>Household Member Test Date</th>
<th>Household Member Results Date</th>
</tr>
</thead>
</table>

**Adding Attachments**
On the review page, attachments may be added to submit the required documentation. Please note that documentation for a Negative Test result is required for the employee only. Household member test results do not require verification of the test. If you answered YES to either question, you do not need to provide proof of the Positive Test result.

1. Click the Add button in the Additional Information section:

![Add Attachment Screen](image)

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

![Add Attachment](image)

3. Select file to be attached.
4. Either click the button Add Another to add additional files or Apply to be returned to the Review page.
5. Once returned to the Review page, the word None will be replaced with View hyperlinked.
Review all data entered and ensure that the document has been uploaded (View now appears as a hyperlink)

Add any comments if necessary to the Approver in the box provided.

Click Submit