



How to Input COVID-19 Immunization Attestation (Employees)

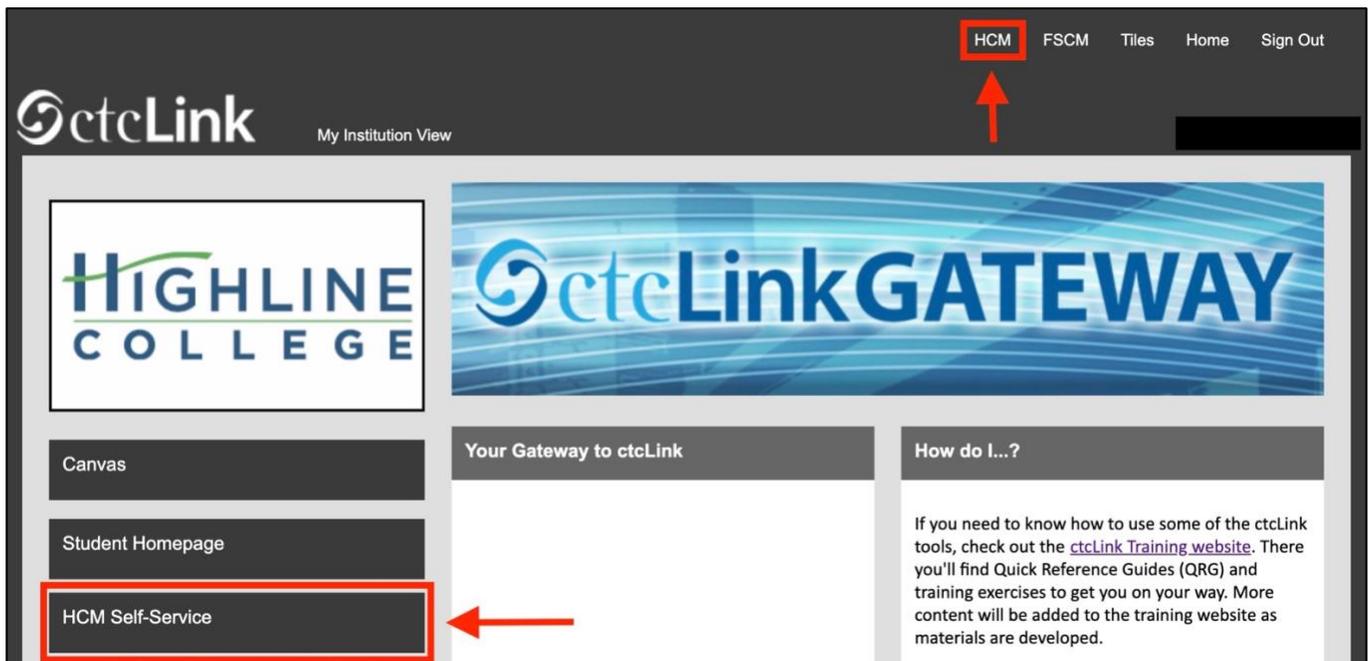
This guide will show you how to input your COVID-19 immunization information to confirm that you have been vaccinated.

First, two tips:

- Your screen may look different than the images you see in the directions below. The number of tiles you see and the options you have in drop-down menus will depend on your role at the college.
- The [Highline ITS Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

Directions

1. Once you have logged in to [ctcLink](#), click **HCM** at the top of the window or **HCM Self-Service** on the left navigation.



2. The **Employee Self Service** page will display. Click the **Immunization Attestation** tile.



3. The **COVID-19 Vaccination Attestation** page will display. In the **Vaccination Details** section, select the immunization or exemption type from the **Immunization** drop-down list and input the date received in the **Date Taken** field.

Note: Highline exemption policies and processes are still under review. If you submit an exemption request, you will be contacted to complete the process when it has been finalized.

COVID-19 Vaccination Attestation

[Redacted]

Vaccination Details

[?] [?]

*Immunization	Date Taken
<ul style="list-style-type: none">✓ Exemption - MedicalExemption - ReligiousJohnson & Johnson / JanssenModerna - 1st doseModerna - 2nd doseOther COVID-19 VaccinePfizer-BioNTech - 1st dosePfizer-BioNTech - 2nd dose	[Calendar icon] [+] [-]

I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action.

No I Agree

4. To input your second dose information, click the **Plus [+]** sign to add another row and repeat step 3.

COVID-19 Vaccination Attestation

Vaccination Details

*Immunization	Date Taken		
Pfizer-BioNTech - 1st dose <input type="button" value="v"/>	04/02/2021 <input type="button" value="calendar"/>	<input checked="" type="button" value="+"/>	<input type="button" value="-"/>
<input type="button" value="v"/>	<input type="button" value="calendar"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

5. In the **Self Attestation** section, click **I Agree** to change the slider from **No** to **Yes**, confirming that you agree with the statement.

Note: Your record may be randomly selected for a verification audit, meaning that you would be asked to provide documentation to verify your immunization data.

COVID-19 Vaccination Attestation

Vaccination Details

*Immunization	Date Taken		
Pfizer-BioNTech - 1st dose <input type="button" value="v"/>	04/02/2021 <input type="button" value="calendar"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Pfizer-BioNTech - 2nd dose <input type="button" value="v"/>	04/23/2021 <input type="button" value="calendar"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Self Attestation

I declare that the information I have provided is accurate and true, and I acknowledge that it may be subject to further verification.

Yes **I Agree**

Disciplinary Action

I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action.

No **I Agree**

6. In the **Disciplinary Action** section, click **I Agree** to change the slider from **No** to **Yes**, confirming that you agree with the statement.

COVID-19 Vaccination Attestation

Vaccination Details



*Immunization	Date Taken		
Pfizer-BioNTech - 1st dose	04/02/2021		 
Pfizer-BioNTech - 2nd dose	04/23/2021		 

Self Attestation

I declare that the information I have provided is accurate and true, and I acknowledge that it may be subject to further verification.

Yes **I Agree**

Disciplinary Action

I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action.

Yes **I Agree**

7. Verify your information is accurate and click **Submit** to save.

COVID-19 Vaccination Attestation

Vaccination Details



*Immunization	Date Taken		
Pfizer-BioNTech - 1st dose	04/02/2021		 
Pfizer-BioNTech - 2nd dose	04/23/2021		 

Self Attestation

I declare that the information I have provided is accurate and true, and I acknowledge that it may be subject to further verification.

Yes **I Agree**

Disciplinary Action

I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action.

Yes **I Agree**

8. Your information will be saved, but you will stay on the page. Click the **Employee Self Service** link at the top left of the page to return to the **Employee Self Service** page.

[← Employee Self Service](#)

COVID-19 Vaccination Attestation

Vaccination Details

*Immunization	Date Taken		
Pfizer-BioNTech - 1st dose ▾	04/02/2021 <input type="text" value="04/02/2021"/>	<input type="button" value="📅"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Pfizer-BioNTech - 2nd dose ▾	04/23/2021 <input type="text" value="04/23/2021"/>	<input type="button" value="📅"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Self Attestation

I declare that the information I have provided is accurate and true, and I acknowledge that it may be subject to further verification.

Yes I Agree

Disciplinary Action

I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action.

Yes I Agree

9. You can return to the **COVID-19 Vaccination Attestation** page to make updates. For example, you can input information now about your first dose and return later to enter information about your second dose.
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