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

![COVID-19 Vaccination Attestation](image)

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

7. Verify your information is accurate and click **Submit** to save.
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](image)

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.