

# COVID Vaccine Form

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This form is used to enter the final COVID Vaccine dose and can be completed anytime after the dose is administered. To record a booster, follow the steps and submit a new form, you are unable to update a previously submitted form.

**NOTE:** If you are employed at UW-Milwaukee, UW-Stevens Point or UW-Whitewater you will need to contact your human resource department to submit your Vaccine Record.

## Submit a COVID Vaccine form

1. Navigate to your MyUW Portal
  - a. UW System - [my.wisconsin.edu](https://my.wisconsin.edu)
  - b. UW Madison - [my.wisc.edu](https://my.wisc.edu)
2. Click the **Personal Information** Tile.
3. Click the **Update My Personal Information** hyperlink, found near the bottom of the page.
4. Select the **Immunization Record Form** tab at the bottom of the left sidebar.
5. Click the **Add a Vaccine eForm** tab.
6. Click **Search**.

**NOTE:** If you have HRS administrator security roles, you will need to enter search criteria.
7. Ensure you have access to proof of vaccination which can include the immunization record or COVID vaccine card.
8. Enter the date of your final COVID vaccine shot (2<sup>nd</sup> dose date for Moderna and Pfizer and single dose date for Johnson & Johnson) or most recent booster.
9. In the File Attachments section, click **Upload**.
10. Click **My Device**.
11. Search for and select the file.

**NOTE:** The document must have a file extension of PDF, IMG, JPG, PNG or TIFF.
12. Click **Upload**.
13. Click **Done**.
14. A green check mark will appear in the Status column for your document.
15. To enter comments, click the arrow next to comments to open the field.
16. Click **Submit**.

17. A page will open with a successful submission message, and an email will be sent to your business email on file.

### View a COVID Vaccine Form

Changes cannot be made in View. If a form needs to be updated, a new form must be submitted.

1. Navigate to your MyUW Portal - <https://my.wisconsin.edu/>.
2. Click the **Personal Information** Tile.
3. Click the **Update My Personal Information** hyperlink, found near the bottom of the page.
4. Select the **Immunization Record Form** tab at the bottom of the left sidebar.
5. Click the **View a Vaccine eForm** tab.
6. Click **Search**.  
**NOTE:** If you have HRS administrator security roles, you will need to enter search criteria.
7. Review the form. To view your Immunization Registry, click the **View** button on the document line.