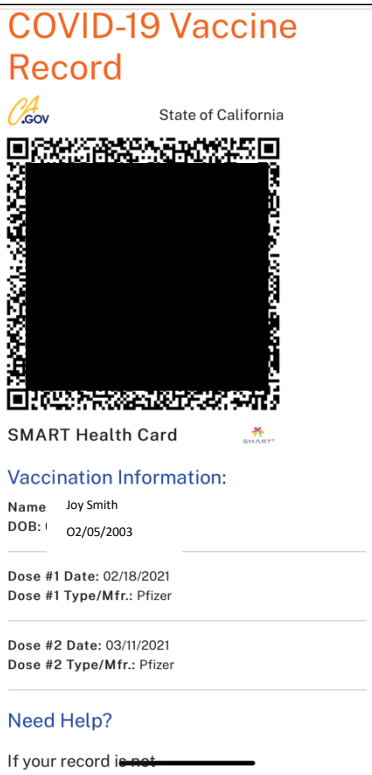
San José Evergreen Community College District
Directions for Uploading Your Student Vaccination Record

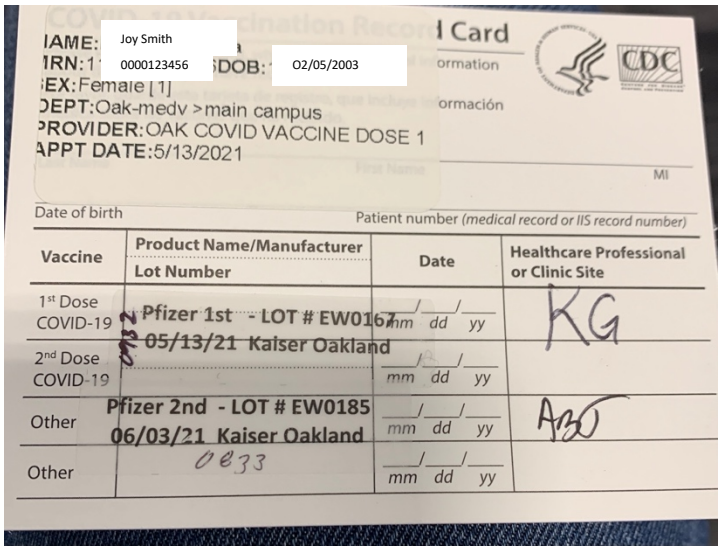
Step 1: Take a Picture of Your Digital COVID-19 Vaccination Record or Your Hard Copy COVID-19 Vaccination Record Card to Upload into MyHealth Portal.

- You can access your digital COVID-19 Vaccine Record through the State of California website: https://myvaccinerecord.cdph.ca.gov/

Digital Vaccine Record Example



Hard Copy Vaccine Record Example

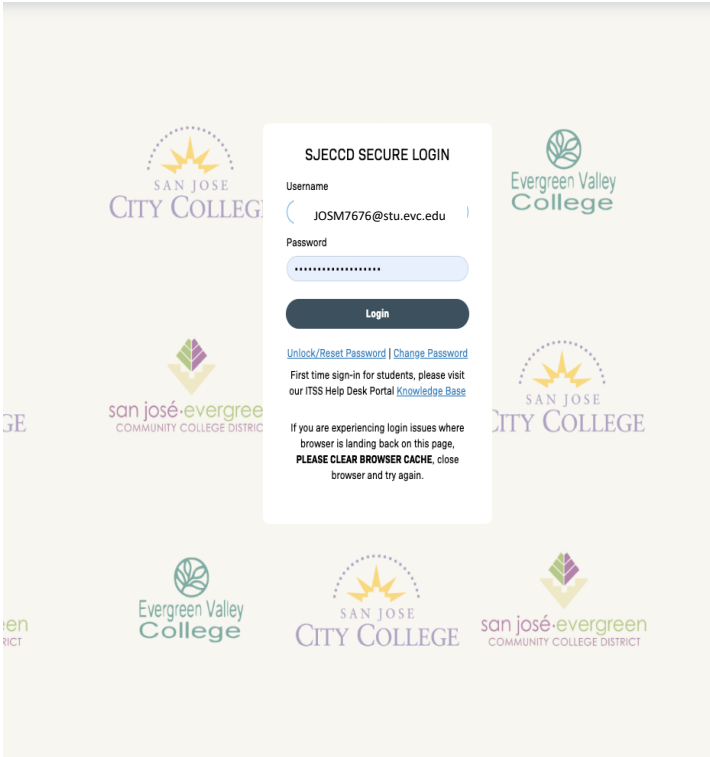


Step 2: Access Your College MyHealth Portal

Evergreen Valley College Students: https://myhealth.evc.edu
San José City College Students: https://myhealth.sjcc.edu

If you are taking classes at both colleges this semester, please select the MyHealth portal for your home college.

Step 3: Sign Into SJECCD Secure Login



1) **Enter Username**

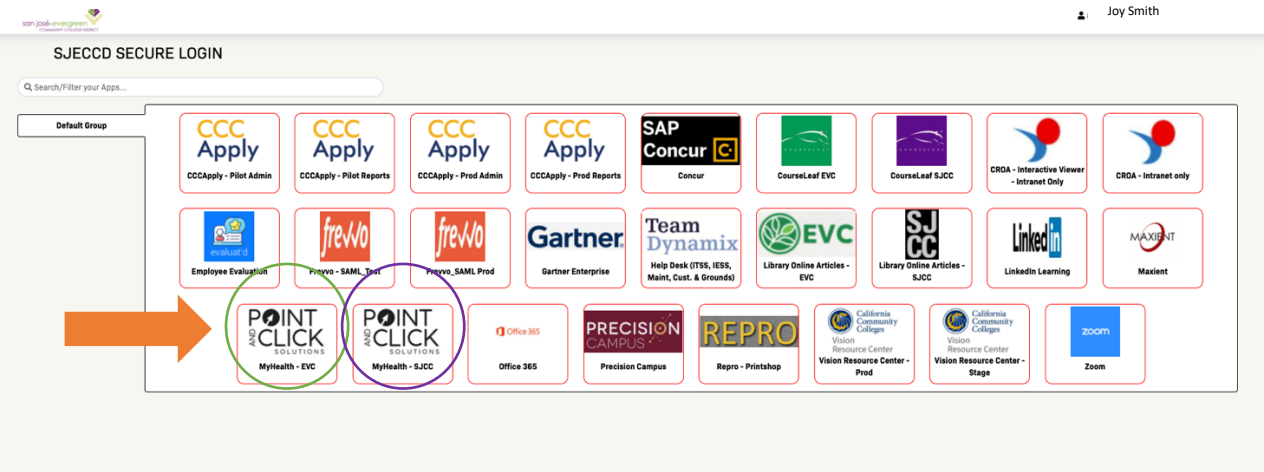
- Your username is your college email address.
- Your college email address is your MyWeb User ID (first two letters of first name, first two letters of last name, and last four digits of student ID#) @stu.evc.edu or @stu.sjcc.edu.

Example
EVC Students: tivi7676@stu.evc.edu
SJCC Students: tivi7676@stu.sjcc.edu

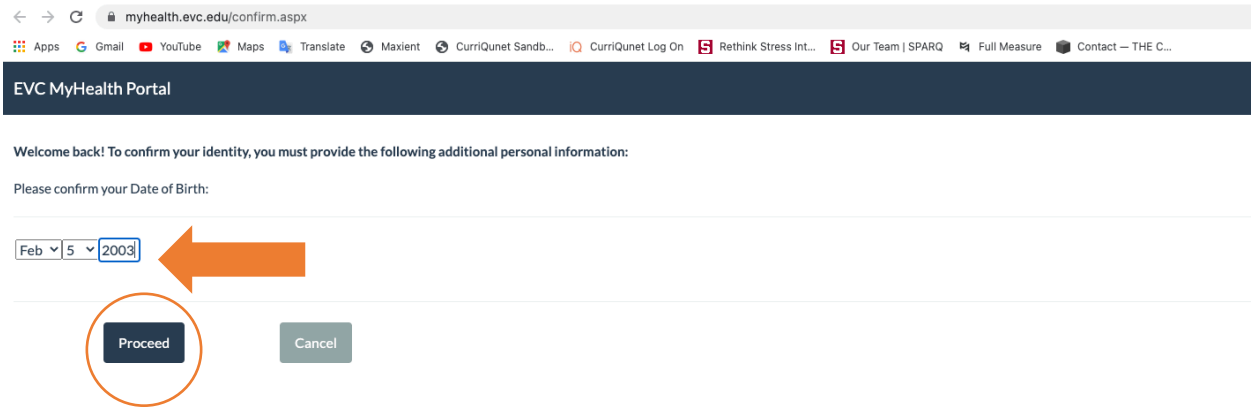
2) **Enter Password**
(For password issues, please contact ITSS at 408-270-6411 or ITSS.Helpdesk@sjeccd.edu)
For first time logins, simply click on the Unlock/Reset Password button. This will take you through an identity verification process and then an enrollment process. Once, completed, for any future logins, enter your EVC or SJCC school email address and just click on the Login button.

3) **Click The Login Button**

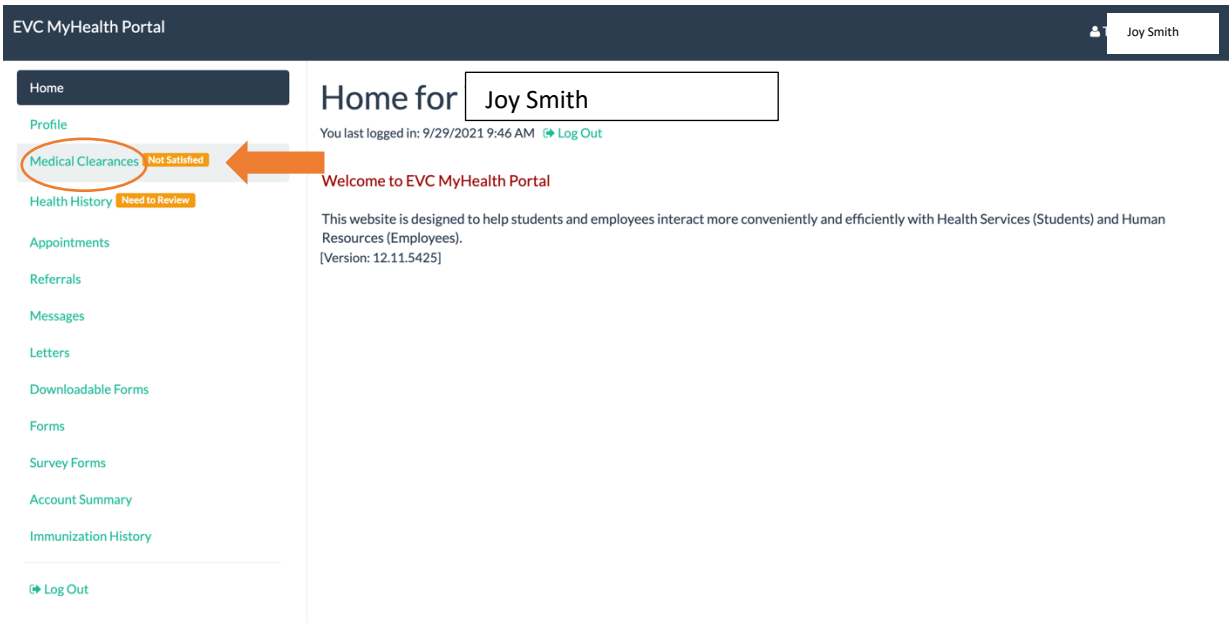
Step 4: Select the Point and Click MyHealth Icon for Your Primary College (EVC or SJCC)



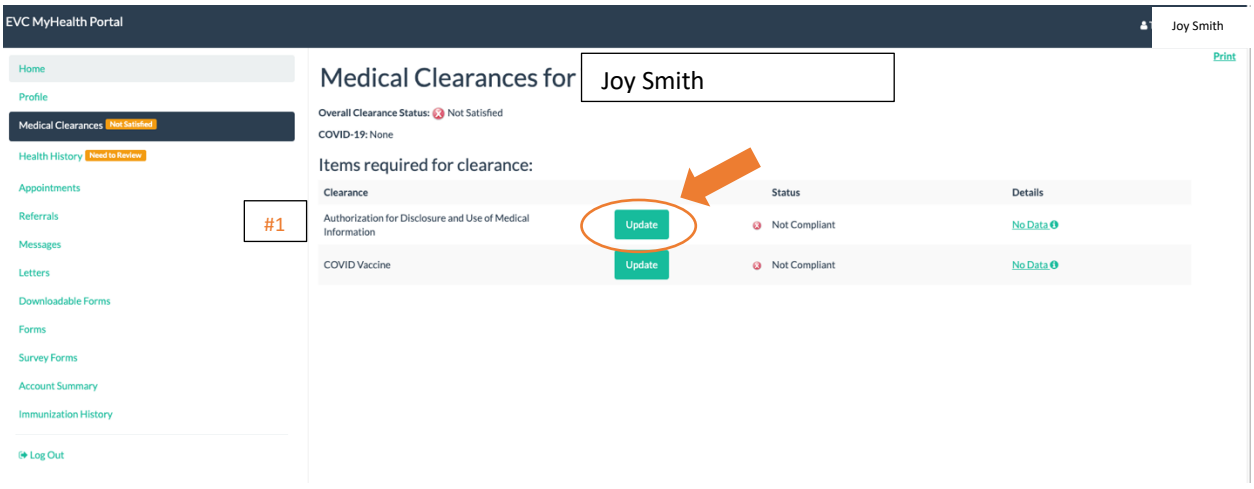
Step 5: Enter Your Date of Birth and Click the Proceed Button



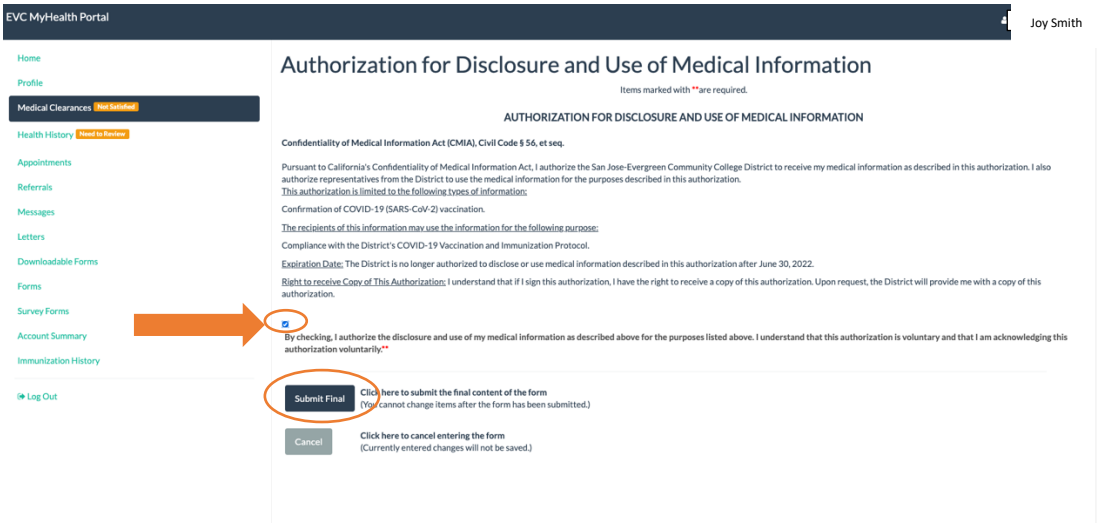
Step 6: From the Home Screen Select the Medical Clearances Link from the Lefthand Side Menu



Step 7: Update Both Clearance Items to Complete the Vaccination Verification Process. Click Update for Item #1 Authorization for Disclosure and Use of Medical Information.



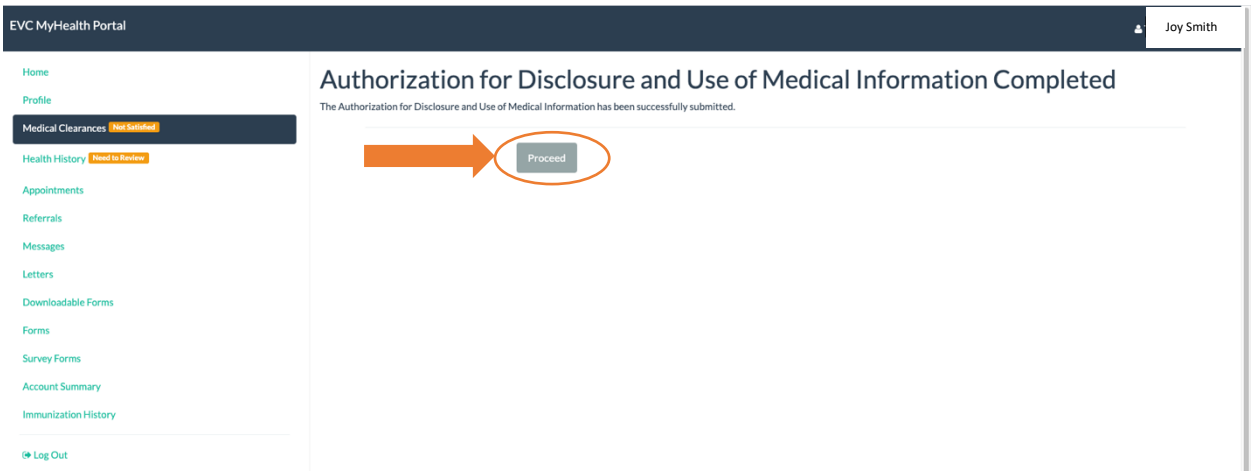
Step 8: Review Authorization for Disclosure and Use of Medical Information and Confirm Approval



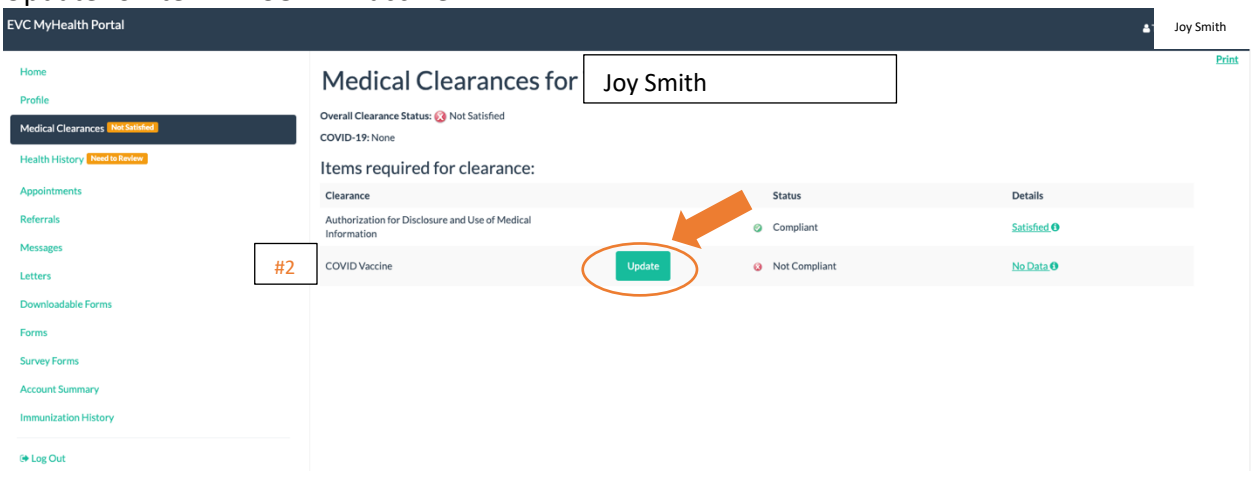
1) Click on checkbox to authorize the disclosure and use of medical information for confirming compliance with COVID-19 vaccination requirement

2) Click Submit Final button

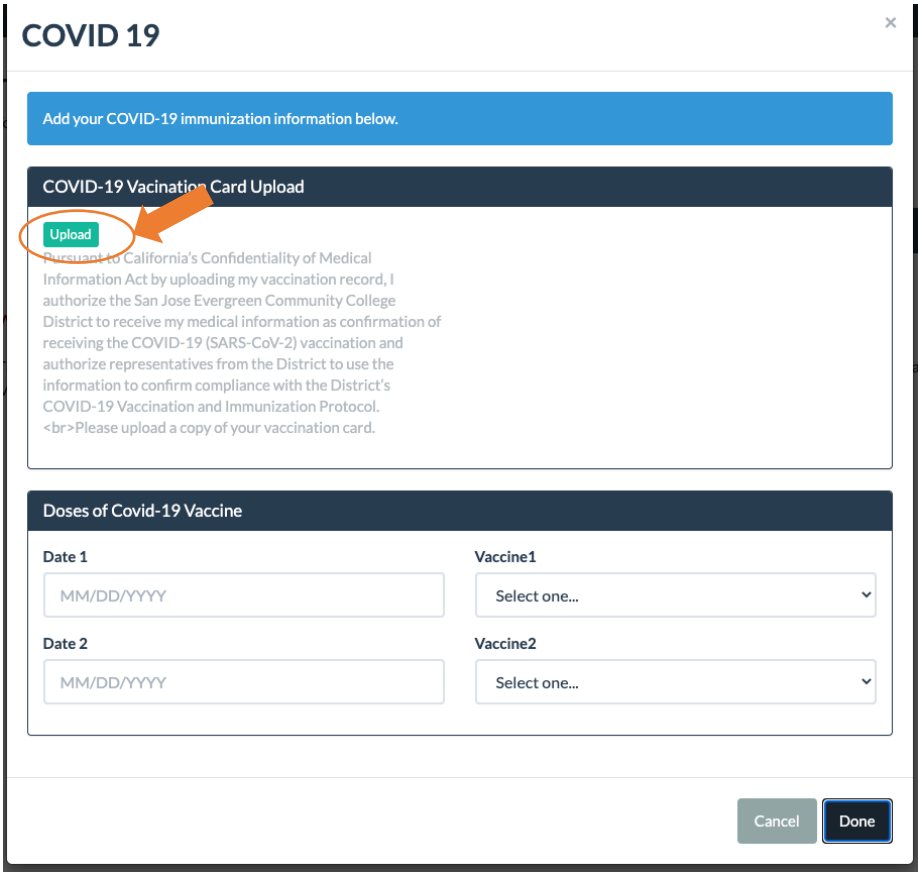
Step 9: Click Proceed Button



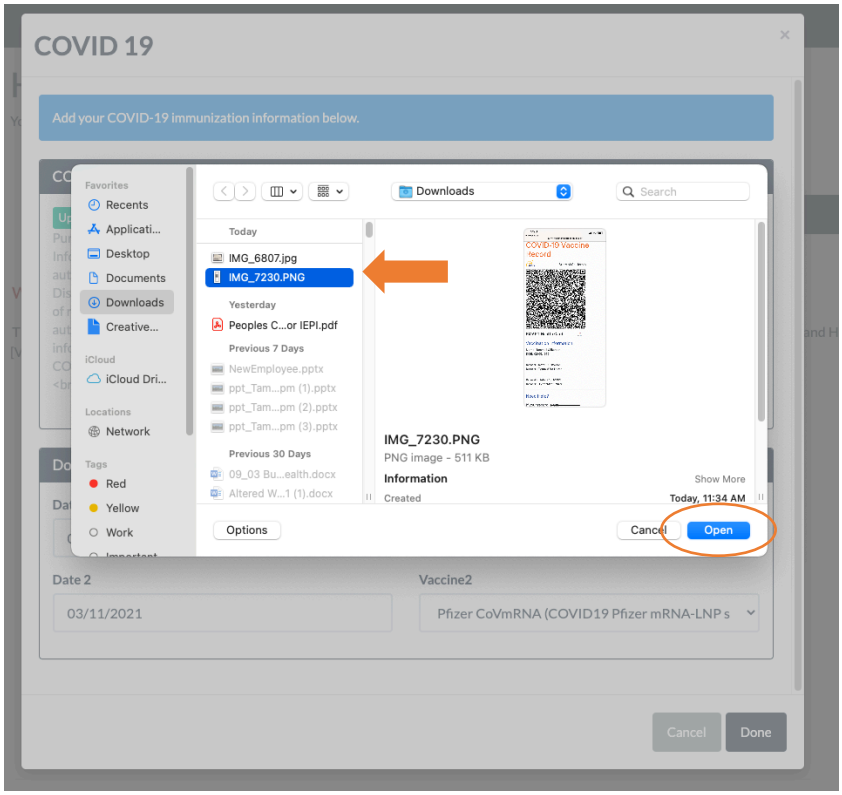
Step 10: Complete Last Clearance Item to Complete the Vaccination Verification Process. Click Update for Item #2 COVID Vaccine.



Step 11: Click Upload Button to Attach a Copy of Your Vaccination Record



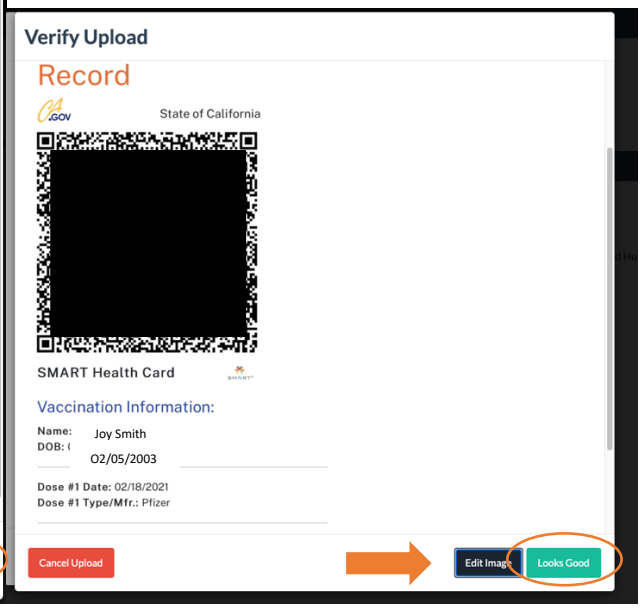
Step 12: Select Vaccination Record File from Computer to Upload and Then Click Open.



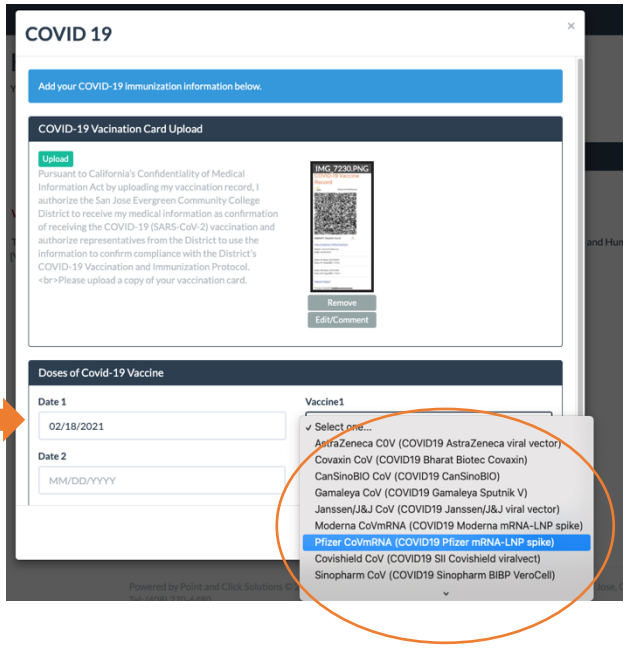
Step 13: Verify Your Image Upload. Select '*Edit Image*' if You Want to Edit or '*Looks Good*' to Proceed.

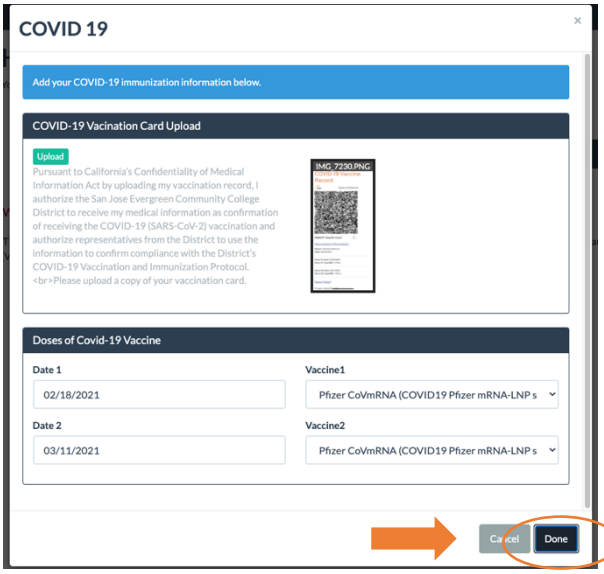
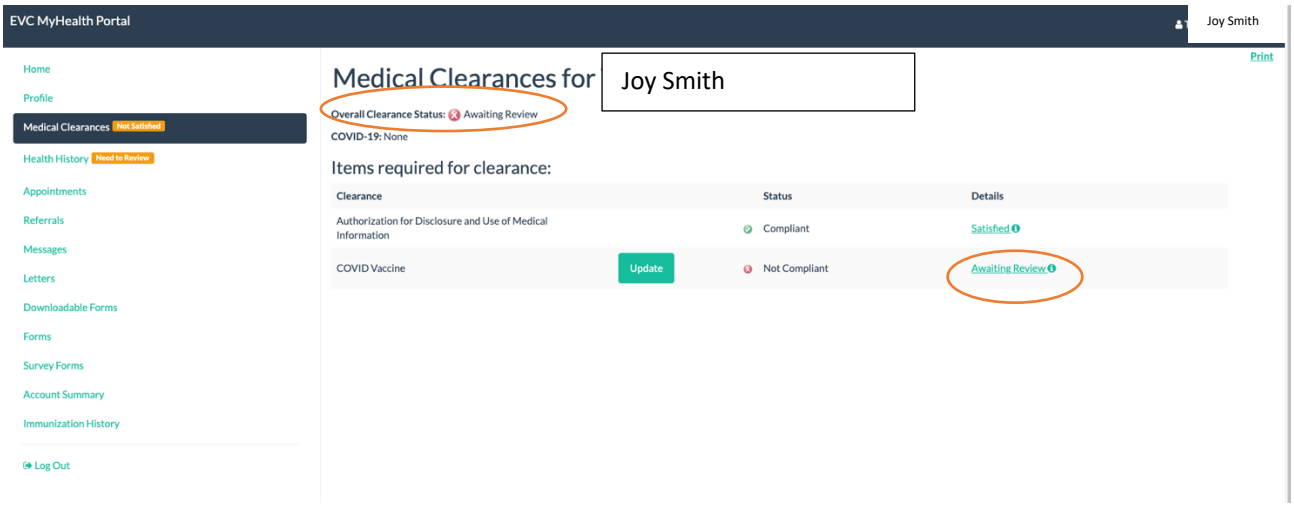
Example 1

Example 2



Step 14: Insert the Dates of Each COVID-19 Vaccine Dose and Select Vaccine Type. Click Done When Finished.





Step 15: Once Completed the COVID Vaccine Item Under Medical Clearances Will Show 'Awaiting Review'. A Medical Professional Will Review and Verify If You Meet the Vaccination Requirement. You Will Be Notified After the Review.