

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

**COVID-19 Vaccine
Record**



State of California



SMART Health Card



Vaccination Information:

Name: Joy Smith
DOB: 02/05/2003

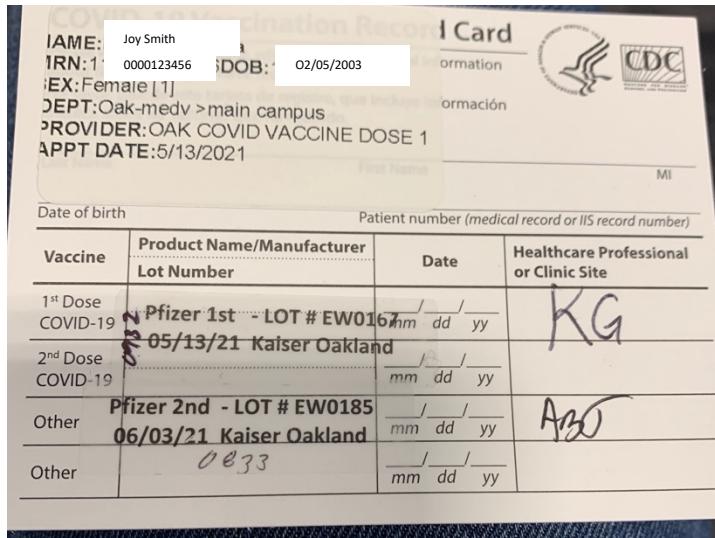
Dose #1 Date: 02/18/2021
Dose #1 Type/Mfr.: Pfizer

Dose #2 Date: 03/11/2021
Dose #2 Type/Mfr.: Pfizer

Need Help?

If your record is not _____

Hard Copy Vaccine Record Example



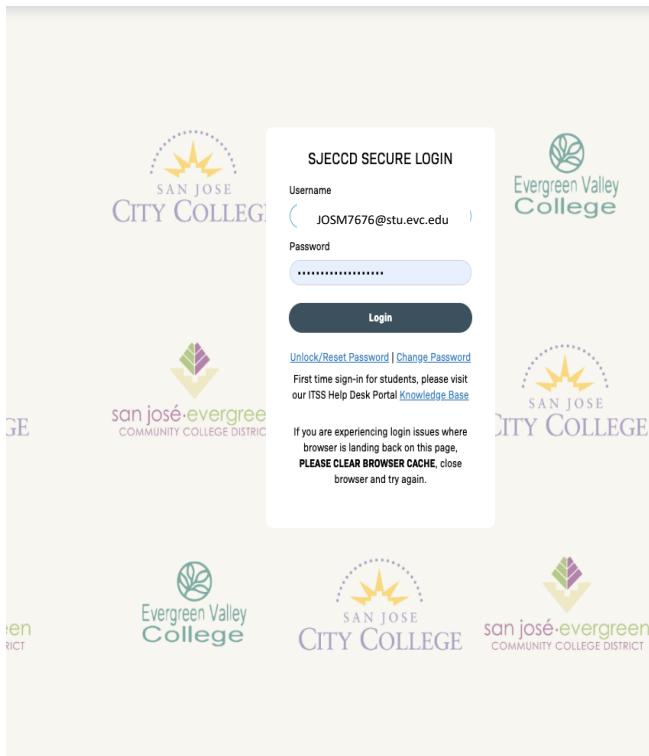
Step 2: Access Your College MyHealth Portal

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)

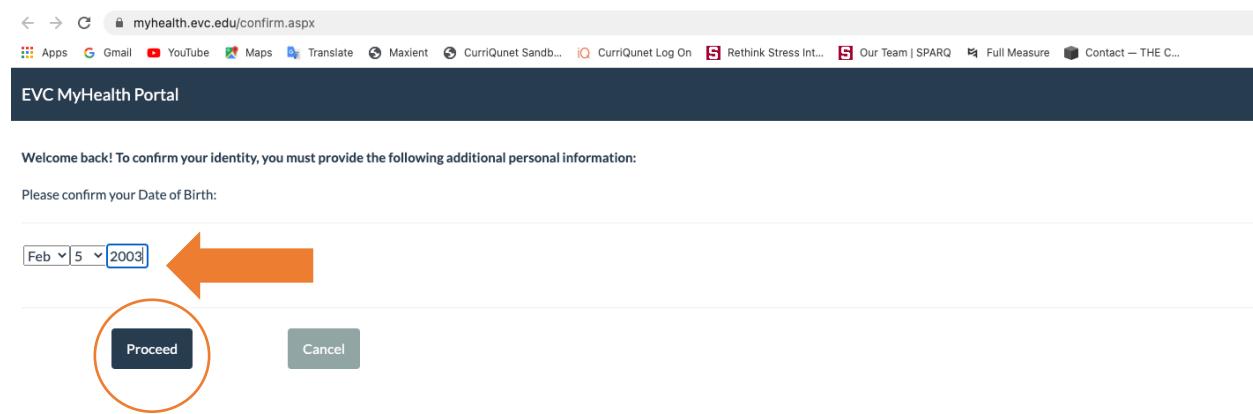
For first time logins, simply click on the Unlock/Reset Password button. This will take you through an identity verification process and then an enrollment process. Once, completed, for any future logins, enter your EVC or SJCC school email address and just click on the Login button.

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



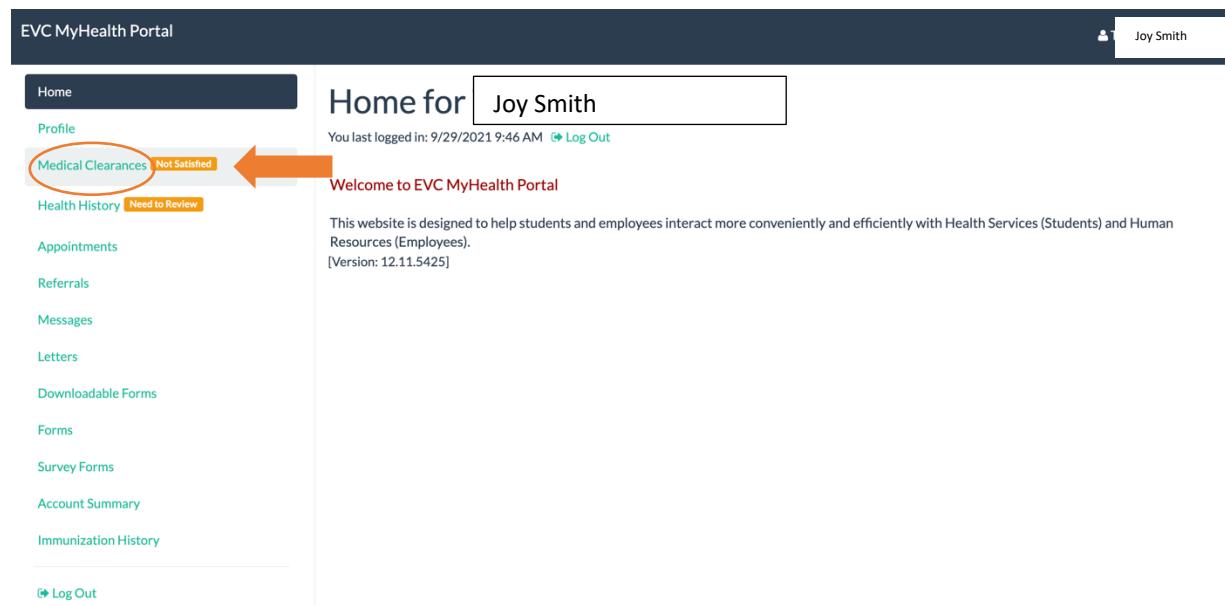
Welcome back! To confirm your identity, you must provide the following additional personal information:

Please confirm your Date of Birth:

Feb 5 2003

Proceed Cancel

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



EVC MyHealth Portal

Home for Joy Smith

Profile

Medical Clearances Not Satisfied

Health History Need to Review

Appointments

Referrals

Messages

Letters

Downloadable Forms

Forms

Survey Forms

Account Summary

Immunization History

Log Out

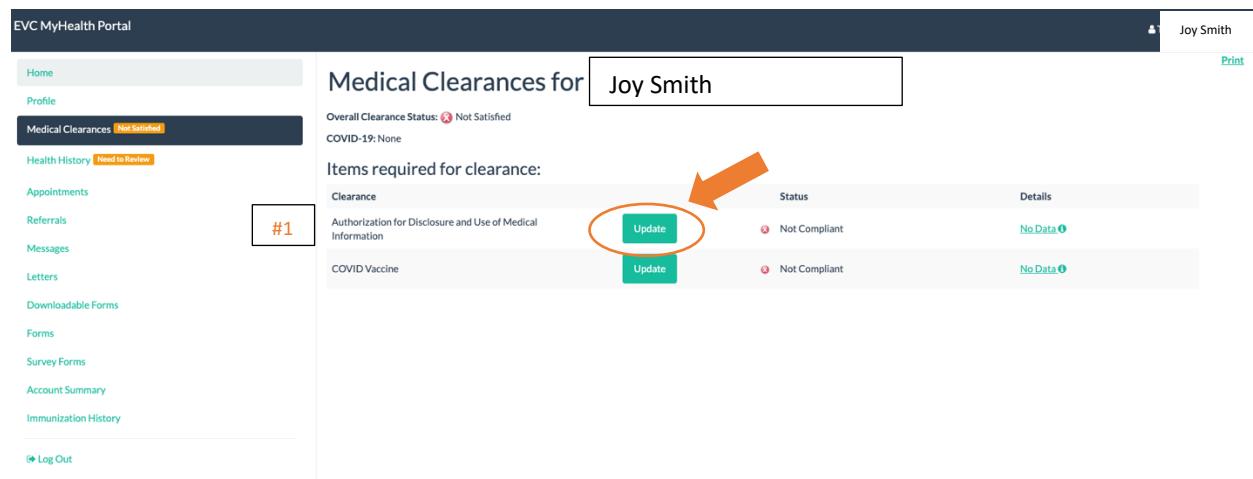
Home for Joy Smith

You last logged in: 9/29/2021 9:46 AM [Log Out](#)

Welcome to EVC MyHealth Portal

This website is designed to help students and employees interact more conveniently and efficiently with Health Services (Students) and Human Resources (Employees).
[Version: 12.11.5425]

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.



EVC MyHealth Portal

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Health History Need to Review

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Medical Clearances for Joy Smith

Overall Clearance Status: Not Satisfied

COVID-19: None

Items required for clearance:

Clearance	Status	Details
Authorization for Disclosure and Use of Medical Information	Not Compliant	No Data
COVID Vaccine	Not Compliant	No Data

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

EVC MyHealth Portal

Joy Smith

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Authorization for Disclosure and Use of Medical Information

Items marked with * are required.

AUTHORIZATION FOR DISCLOSURE AND USE OF MEDICAL INFORMATION

Confidentiality of Medical Information Act (CMIA), Civil Code § 56, et seq.

Pursuant to California's Confidentiality of Medical Information Act, I authorize the San Jose-Evergreen Community College District to receive my medical information as described in this authorization. I also authorize representatives from the District to use the medical information for the purposes described in this authorization. This authorization is limited to the following types of information:

Confirmation of COVID-19 (SARS-CoV-2) vaccination.

The recipients of this information may use the information for the following purpose:

Compliance with the District's COVID-19 Vaccination and Immunization Protocol.

Expiration Date: The District is no longer authorized to disclose or use medical information described in this authorization after June 30, 2022.

Right to receive Copy of This Authorization: I understand that if I sign this authorization, I have the right to receive a copy of this authorization. Upon request, the District will provide me with a copy of this authorization.

By checking, I authorize the disclosure and use of my medical information as described above for the purposes listed above. I understand that this authorization is voluntary and that I am acknowledging this authorization voluntarily.*

Submit Final Click here to submit the final content of the form (You cannot change items after the form has been submitted.)

Cancel Click here to cancel entering the form (Currently entered changes will not be saved.)

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

EVC MyHealth Portal

Joy Smith

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Authorization for Disclosure and Use of Medical Information Completed

The Authorization for Disclosure and Use of Medical Information has been successfully submitted.

Proceed

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

EVC MyHealth Portal

Joy Smith

Print

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Medical Clearances for Joy Smith

Overall Clearance Status: **Not Satisfied**

COVID-19: None

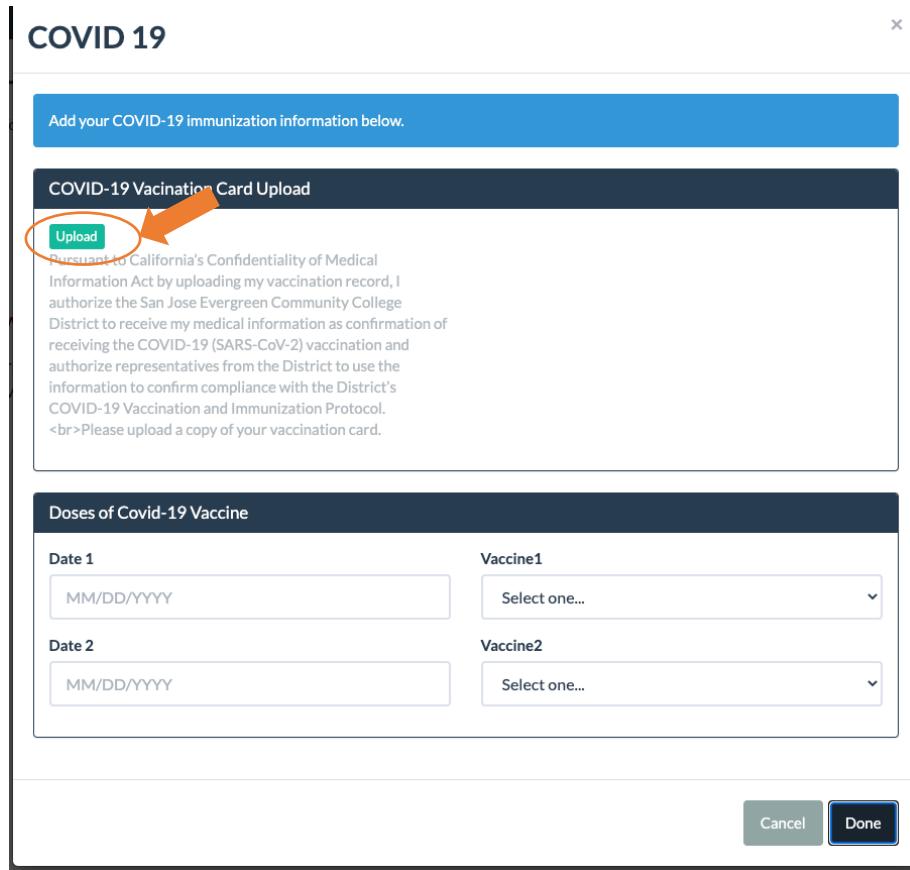
Items required for clearance:

Clearance	Status	Details
Authorization for Disclosure and Use of Medical Information	Compliant	Satisfied
COVID Vaccine	Not Compliant	No Data

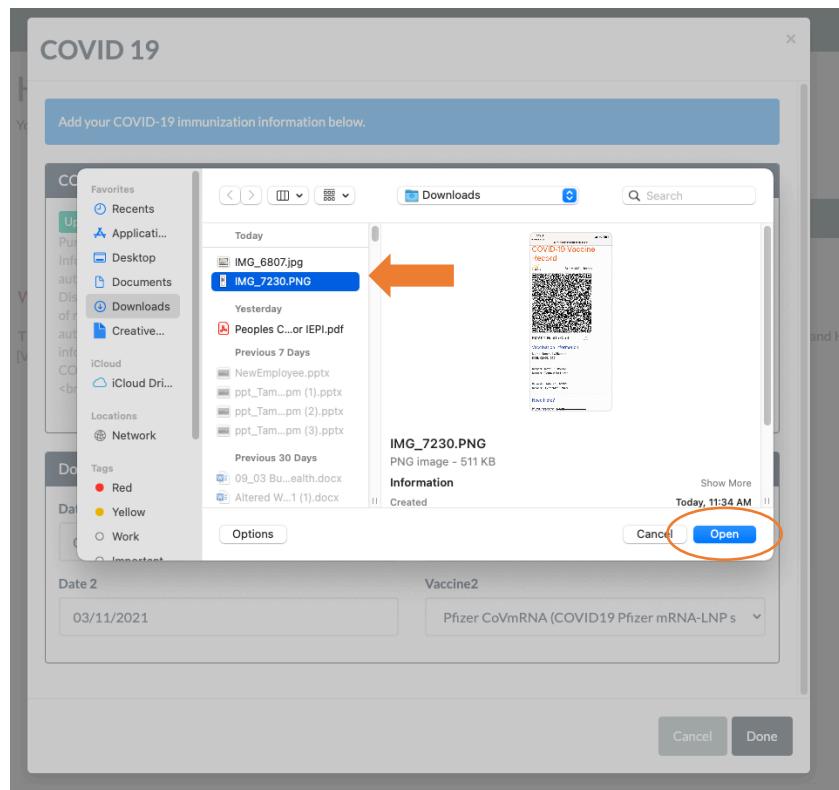
#2

Update

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

Verify Upload

Does this image look correct? If it looks wrong for any reason (i.e., wrong orientation, too bright or dark, needs to be cropped), click Edit Image and use the image editor controls to adjust the image as appropriate.



Cancel Upload  **Edit Image** **Looks Good**

Example 2

Verify Upload

Record

State of California



Cancel Upload  **Edit Image** **Looks Good**

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

COVID 19

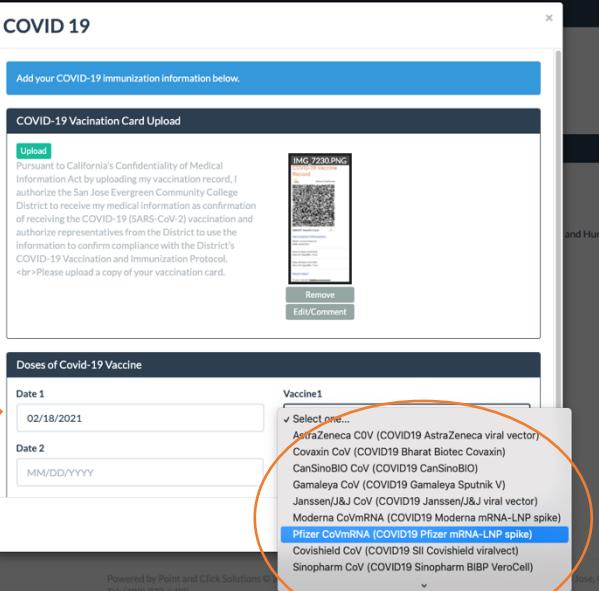
Add your COVID-19 immunization information below.

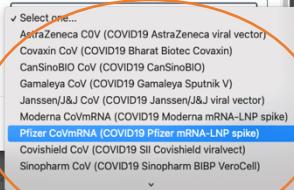
COVID-19 Vaccination Card Upload

Upload

Pursuant to California's Confidentiality of Medical Information Act by uploading my vaccination record, I authorize the San Jose Evergreen Community College District to receive my medical information as confirmation of receiving the COVID-19 (SARS-CoV-2) vaccination and authorize representatives from the District to use the information to confirm compliance with the District's COVID-19 Vaccination and Immunization Protocol.

Please upload a copy of your vaccination card.



Date 1 02/18/2021 **Vaccine1** 

Date 2 MM/DD/YYYY **Vaccine2** 

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COVID 19

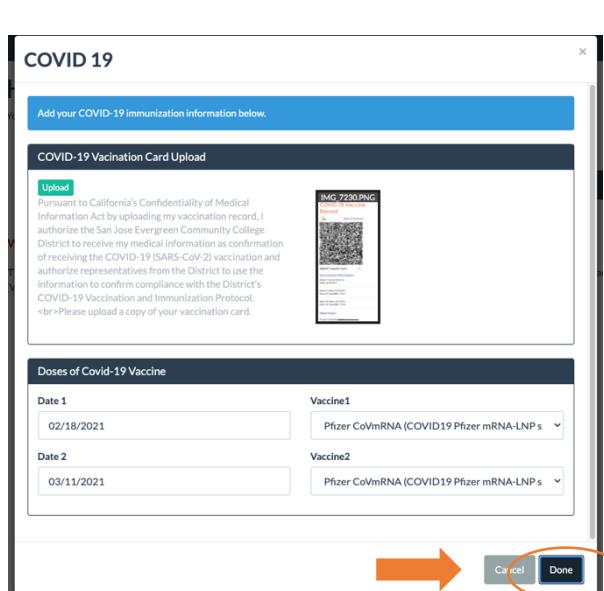
Add your COVID-19 immunization information below.

COVID-19 Vaccination Card Upload

Upload

Pursuant to California's Confidentiality of Medical Information Act by uploading my vaccination record, I authorize the San Jose Evergreen Community College District to receive my medical information as confirmation of receiving the COVID-19 (SARS-CoV-2) vaccination and authorize representatives from the District to use the information to confirm compliance with the District's COVID-19 Vaccination and Immunization Protocol.

Please upload a copy of your vaccination card.

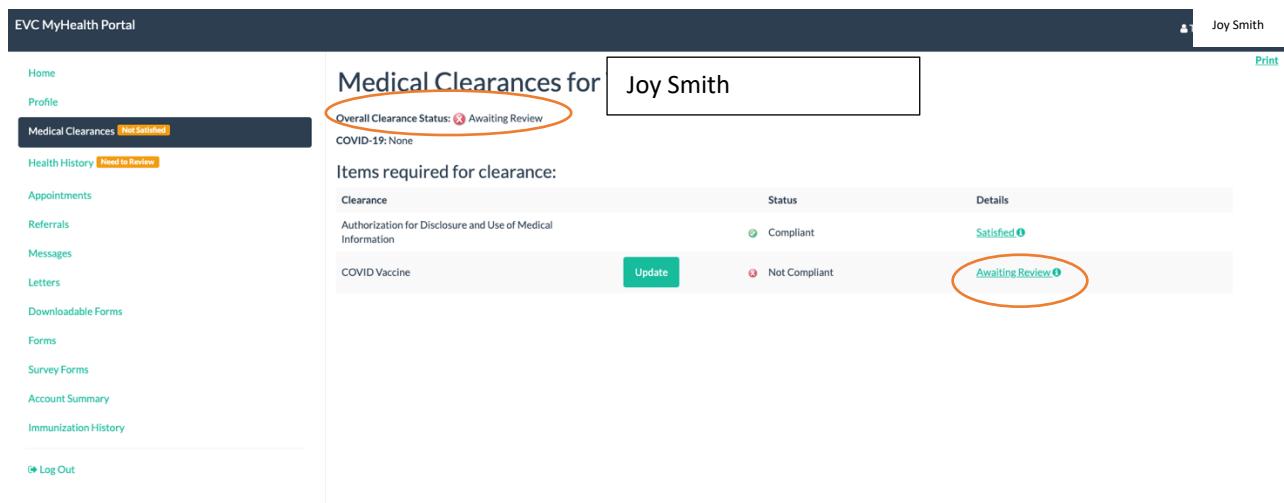


Date 1 02/18/2021 **Vaccine1** Pfizer CoVmRNA (COVID19 Pfizer mRNA-LNP spike)

Date 2 03/11/2021 **Vaccine2** Pfizer CoVmRNA (COVID19 Pfizer mRNA-LNP spike)

Done 

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.



EVC MyHealth Portal

Joy Smith

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[Log Out](#)

Medical Clearances for Joy Smith

Overall Clearance Status: ✖ Awaiting Review

COVID-19: None

Items required for clearance:

Clearance	Status	Details
Authorization for Disclosure and Use of Medical Information	 ⓘ Compliant	Satisfied ⓘ
COVID Vaccine	 ⓘ Not Compliant	Awaiting Review ⓘ