

## 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



### Hard Copy Vaccine Record Example

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 <sup>st</sup> Dose COVID-19	Pfizer 1st - LOT # EW0167 05/13/21 Kaiser Oakland	mm / dd / yy	KG
2 <sup>nd</sup> Dose COVID-19	Pfizer 2nd - LOT # EW0185 06/03/21 Kaiser Oakland	mm / dd / yy	ABJ
Other	0833	mm / dd / yy	

**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](mailto:tivi7676@stu.evc.edu)

SJCC Students: [tivi7676@stu.sjcc.edu](mailto:tivi7676@stu.sjcc.edu)

#### 2) Enter Password

(For password issues, please contact ITSS at 408-270-6411 or [ITSS.Helpdesk@sjeccd.edu](mailto: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

myhealth.evc.edu/confirm.aspx

Apps Gmail YouTube Maps Translate Maxient CurriQunet Sandb... CurriQunet Log On Rethink Stress Int... Our Team | SPARQ Full Measure Contact — THE C...

EVC MyHealth Portal

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 Joy Smith

Home

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 Joy Smith Print

Home

Profile

Medical Clearances Not Satisfied

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Log Out

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

### 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

### 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

### Medical Clearances for Joy Smith

Overall Clearance Status: ❌ Not Satisfied

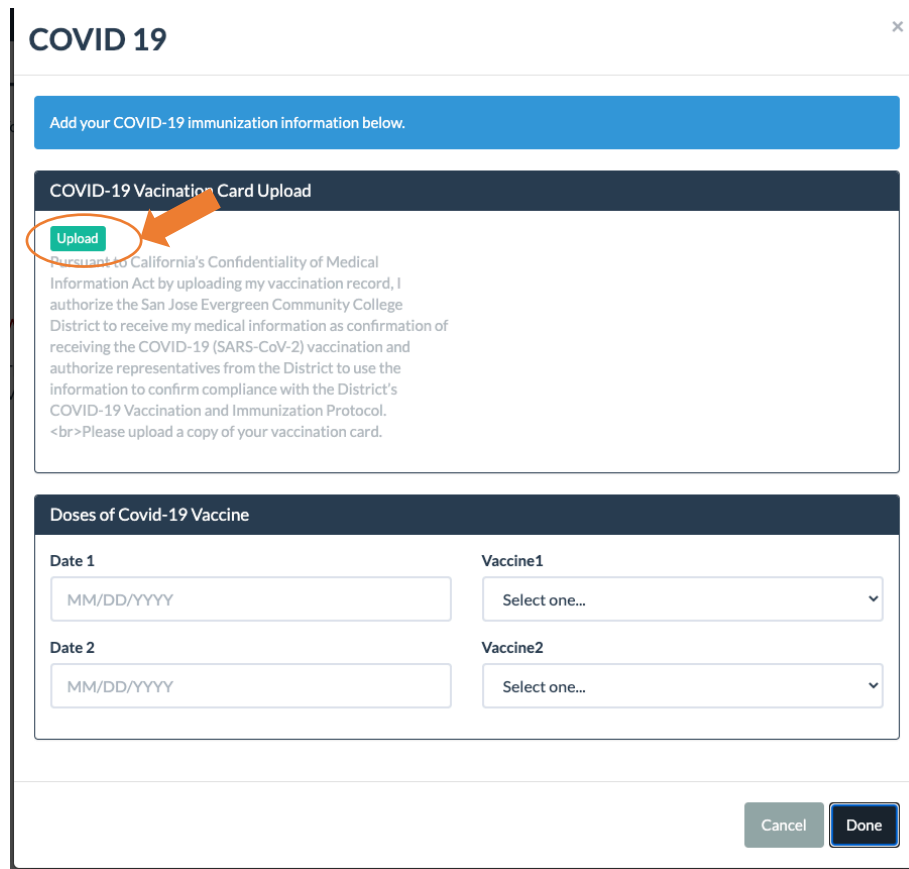
COVID-19: None

Items required for clearance:

Clearance	Status	Details
Authorization for Disclosure and Use of Medical Information	<span style="color: green;">✅</span> Compliant	Satisfied <span style="color: green;">🔗</span>
<b>#2</b> COVID Vaccine	<span style="color: red;">❌</span> Not Compliant	No Data <span style="color: green;">🔗</span>

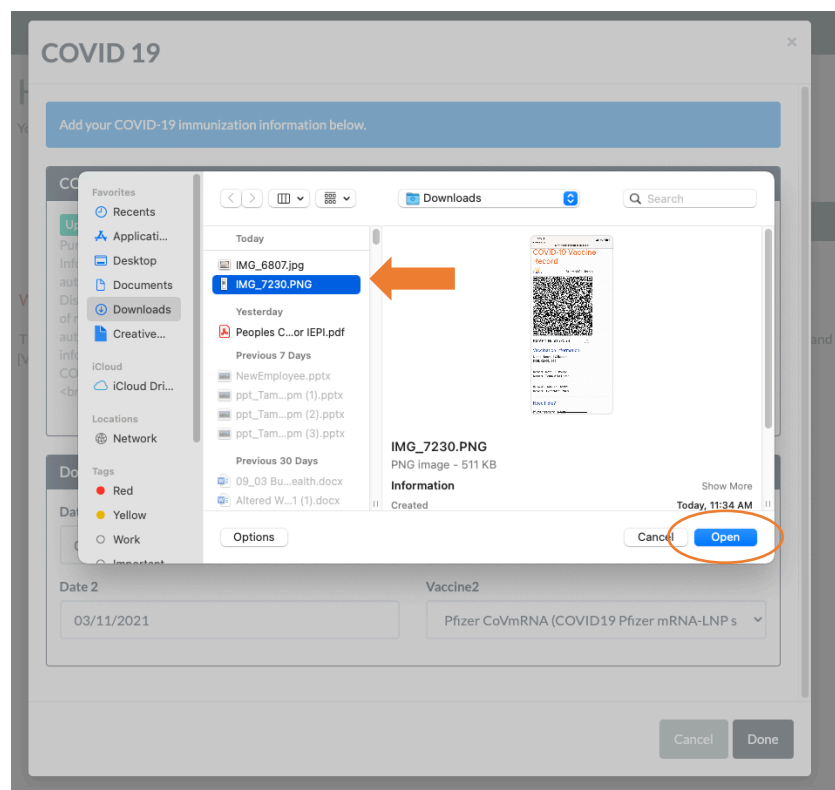
**Update**

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



The screenshot shows a web form titled "COVID 19" with a sub-header "Add your COVID-19 immunization information below." Below this is a section titled "COVID-19 Vaccination Card Upload". Inside this section, there is a green "Upload" button circled in orange, with an orange arrow pointing to it. Below the button is a paragraph of text: "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. <br>Please upload a copy of your vaccination card." Below this text is a section titled "Doses of Covid-19 Vaccine" with two rows of input fields. The first row has "Date 1" (MM/DD/YYYY) and "Vaccine1" (Select one...). The second row has "Date 2" (MM/DD/YYYY) and "Vaccine2" (Select one...). At the bottom right of the form are "Cancel" and "Done" buttons.

**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

### 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**

### 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.

**Remove** **Edit/Comment**

#### Doses of Covid-19 Vaccine

**Date 1**  
02/18/2021

**Date 2**  
MM/DD/YYYY

**Vaccine1**  
Select one...  
 AstraZeneca CoV (COVID19 AstraZeneca viral vector)  
 Covaxin CoV (COVID19 Bharat Biotech Covaxin)  
 CanSinoBio CoV (COVID19 CanSinoBio)  
 Gamaleya CoV (COVID19 Gamaleya Sputnik V)  
 Janssen/J&J CoV (COVID19 Janssen/J&J viral vector)  
 Moderna CoVmrRNA (COVID19 Moderna mRNA-LNP spike)  
**Pfizer CoVmrRNA (COVID19 Pfizer mRNA-LNP spike)**  
 Covishield CoV (COVID19 SII Covishield viralvect)  
 Sinopharm CoV (COVID19 Sinopharm BIBP VeroCell)

### 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.

**Remove** **Edit/Comment**

#### Doses of Covid-19 Vaccine

**Date 1**  
02/18/2021

**Date 2**  
03/11/2021

**Vaccine1**  
Pfizer CoVmrRNA (COVID19 Pfizer mRNA-LNP s)

**Vaccine2**  
Pfizer CoVmrRNA (COVID19 Pfizer mRNA-LNP s)

**Cancel** **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	<span>Compliant</span>	<span>Satisfied</span>
COVID Vaccine	<span>Not Compliant</span>	<span>Awaiting Review</span>