Instructions for Uploading Proof of COVID Vaccination or Vaccine Exemption Request

- 1) Login to myWSU
 - Teaching and Non-Teaching employees
 - o Select the Faculty/Staff tab and select WSU COVID-19 Drop Box in Employee Self-Service
 - Student employees
 - o Select the myFinances tab and select WSU COVID-19 Drop Box in Employee Self-Service

Employee Self-Service	
WSU COVID-19 Drop Box 1	

2) Select Begin

WSU COVID-19 Drop Box	
The WSU COVID-19 Drop Box allows you to securely upload your: • COVID-19 vaccine documentation • Exemption form (medical or religious) • Exception form (remote work)	
You can upload your file using the following steps:	
1. Select your upload type.	
3. Click on the "Upload My Files" button.	
Begin C	
Current Vaccine Documentation Status: No Documentation on File	
Files you have uploaded: No Files Found	

- 3) Select an Upload Type from the drop-down menu
- 4) Select **Browse** to locate and select your document file (e.g., scanned document, photo, etc.). Note: You must submit a copy of both the front and back of the vaccination card.
- 5) Select Upload My Files



6) A message box will confirm that the document was successfully uploaded, select Return Home

WSU COVID-19 Drop Box
You have successfully uploaded the following 1 file(s):
COVID-19_Vaccination_Document.docx, 12024 Bytes , on 11/17/2021 1:40:11 PM
Please allow up to five business days for review of your documents. If additional information is needed, Human Resources will follow up with you. The status of your documentation can also be reviewed by logging into the WSU COVID-19 Drop Box site.
Return Home 6

7) Check the status of your documentation by logging into the WSU COVID-19 Drop Box site.



8) The Current Vaccine Documentation Status will be displayed.

If additional information is requested, please submit the additional information in the WSU COVID-19 Drop Box. Contact <u>HR.ServiceCenter@wichita.edu</u> if you have questions.

Current Vacc	ne Documentation Status: Documentation Under Review 6
Files you hav	e uploaded:
FILE NAME	COVID-19_Vaccination_Document.docx
FILE TYPE application/vnd.openxmlformats-officedocument.wordprocessingml.document	
SIZE(BYTES) 12024	
UPLOADED 11/17/2021 1:40:11 PM	
DOC TYPE	Vaccine Documentation