Instructions for Uploading Proof of COVID Vaccination or Vaccine Exemption Request
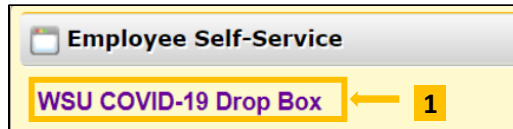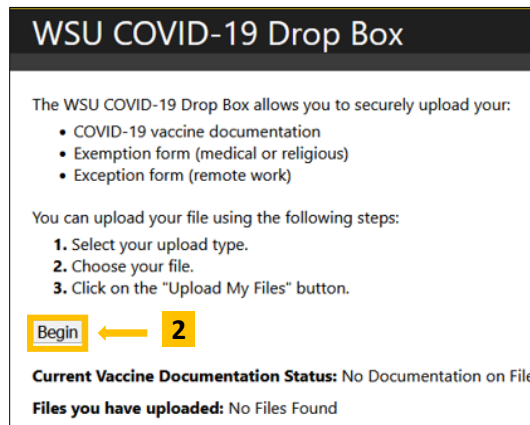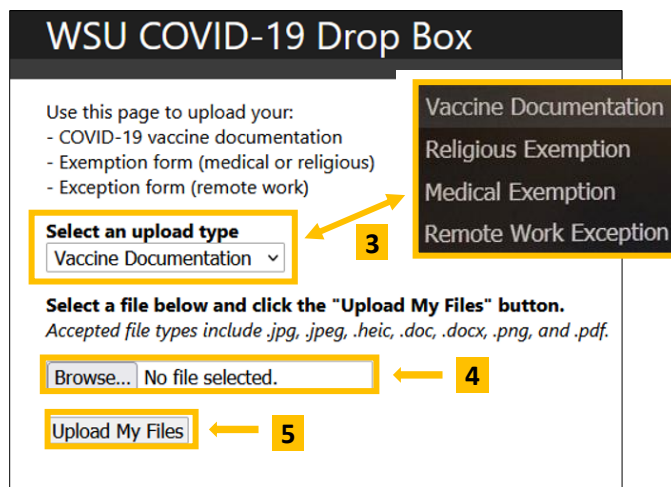
1) Login to myWSU
   - Teaching and Non-Teaching employees
     o Select the **Faculty/Staff** tab and select **WSU COVID-19 Drop Box** in Employee Self-Service
   - Student employees
     o Select the **myFinances** tab and select **WSU COVID-19 Drop Box** in Employee Self-Service
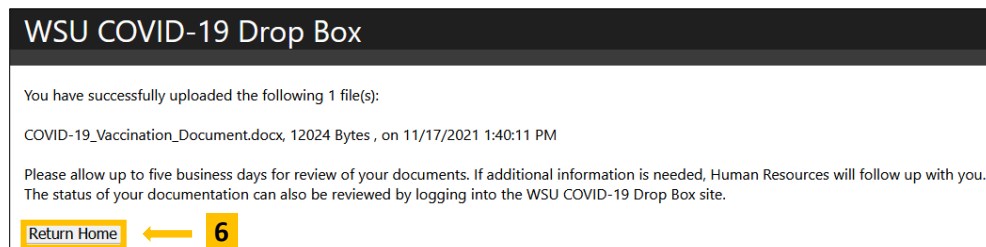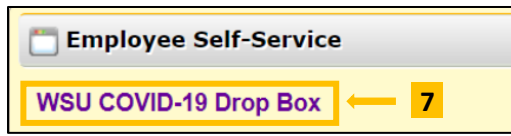

2) Select **Begin**

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**

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

Employee Self-Service

WSU COVID-19 Drop Box ← **7**

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 HR.ServiceCenter@wichita.edu if you have questions.

Current Vaccine Documentation Status: Documentation Under Review ← **8**

Files you have 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