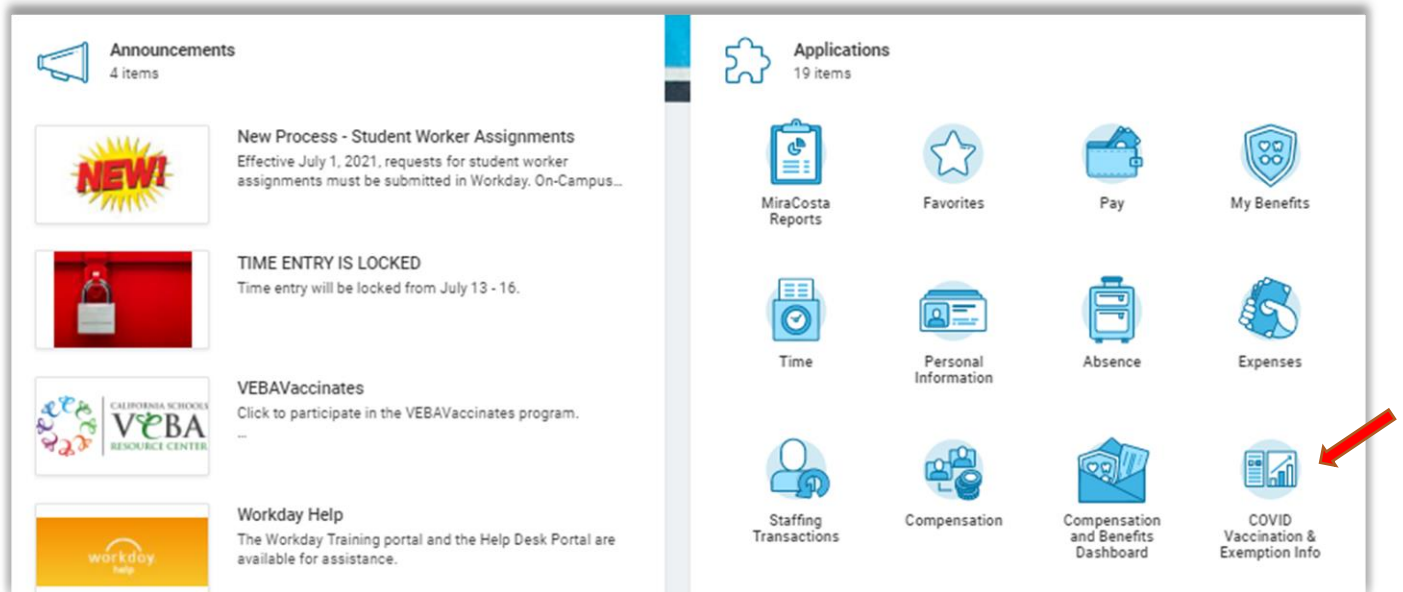


## How to Submit Proof of Vaccination or Request an Exemption

1. Log-on to Workday (**Log-on through your computer, not the mobile app**)
2. Select the “**COVID Vaccination & Exemption Info**” icon from your Workday homepage:



3. Select “**Create Request**”
4. Enter Request Type “**Request of COVID-19 Vaccination Information or Vaccine Exemption**” then select the **OK** button
5. Answer the applicable questions
6. Upload required documentation
7. Submit

You will receive a notification once Human Resources reviews the documentation provided.

Your request may be returned to you for more information. Be sure to monitor your Workday inbox for tasks that may be awaiting action.

### **Questions?**

Human Resources

[hr\\_department@miracosta.edu](mailto:hr_department@miracosta.edu)

760-795-6854