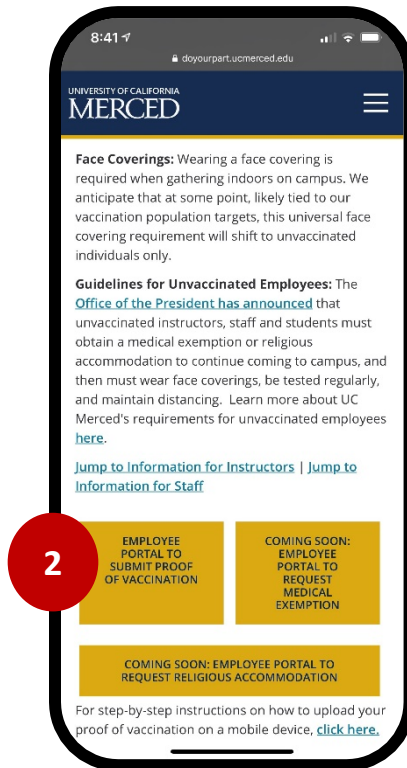
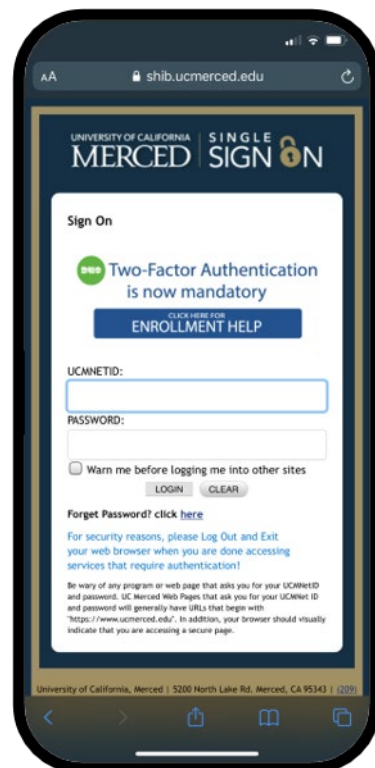
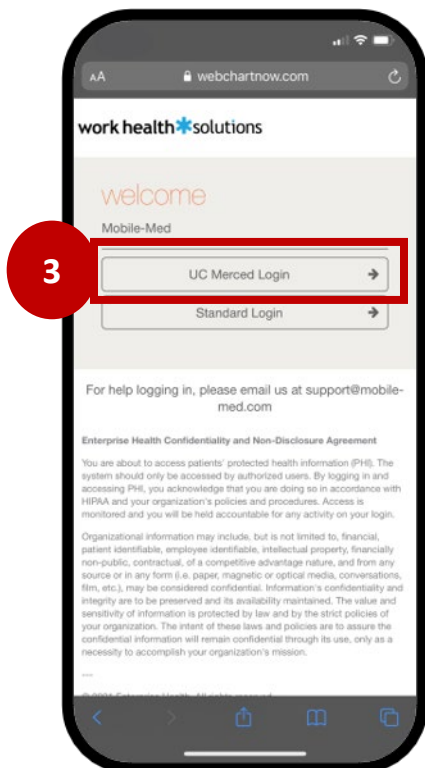


How to Confirm Successful Upload on Mobile Device

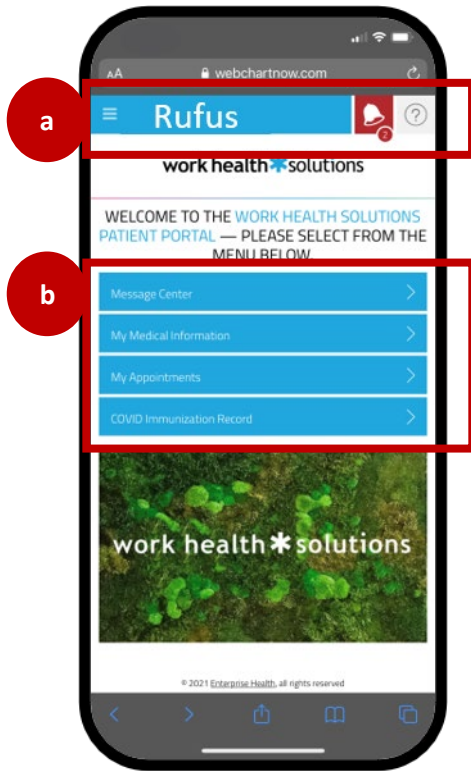
1. On your mobile device, go to <https://doyourpart.ucmerced.edu/instructors-and-staff>
2. Click “Employee Portal to Submit Proof of Vaccination” which will take you to Work Health Solutions log in page



3. Click “UC Merced Login” and the typical single-sign-on screen will appear. Sign in with Single-sign-on and DUO two-factor authentication



4. Work Health Solutions employee patient portal will open



Work Health Solutions Employee Patient Portal Navigation

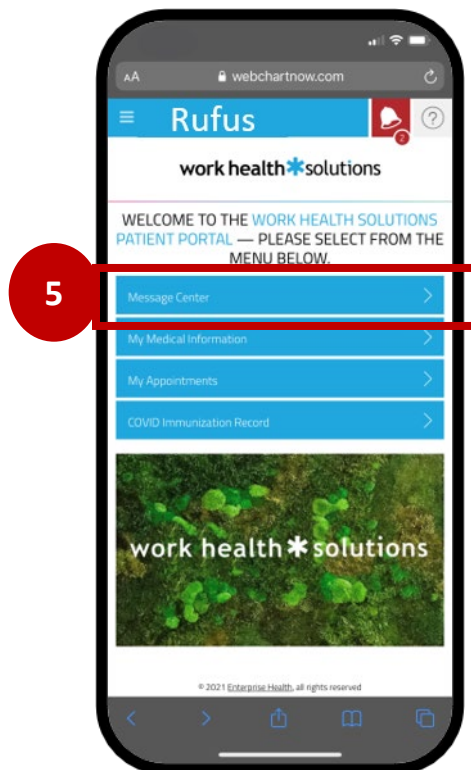
a. Home Ribbon

- **Stacked Menu:** opens additional options
- **Your Name**
- **Bell:** opens Message Center
- **?:** goes to help

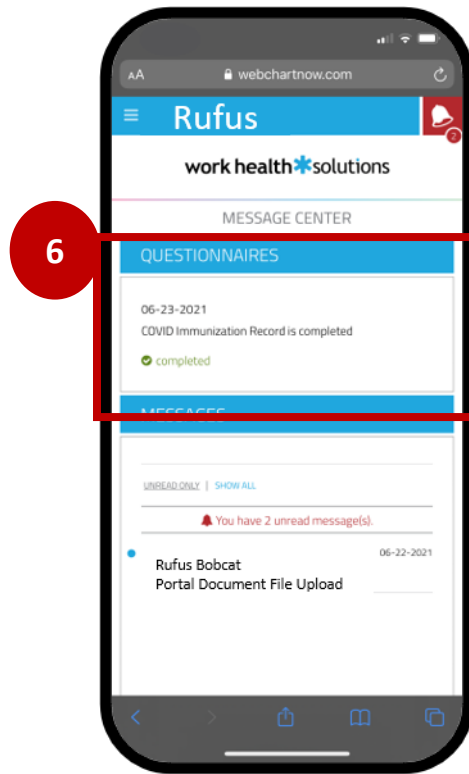
b. Patient Portal Menu

- **Message Center:** see notifications and any open tasks
- **My Medical Information:** see your medical information
- **My Appointments:** see your scheduled appointments
- **COVID Immunization Record:** quick link to upload your proof of COVID-10 immunization record

5. Click “Message Center”



- On the Message Center screen, review the Questionnaires section at the top. Listed under the Questionnaires, you should see “COVID Immunization Record is completed” with a **green checkmark** – which indicates you have completed your required submission.



- If the message says, “in progress”, please check back after one business day. If after that waiting period, the status has not changed to “completed”, please contact [OIT Service Desk](#).
- If you do not see this message, please try [uploading your proof of COVID-19 vaccination again](#). If the problem persists, please contact [OIT Service Desk](#).