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”
6. 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.

7. 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.

8. 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.