Brown is taking all necessary precautions as we bring more individuals back to campus. In order to allow this to happen safely, all employees who have received an FDA-approved vaccination against COVID-19 must provide a completed vaccination card received from your vaccination provider.

1. Select the **Benefits** app on your Home landing page

2. Under External Links, select **Vaccine Management**

3. Enter your name in **Worker** field and click “OK”

4. Enter today’s date in the **Effective Date** field and click “OK”

5. Update your vaccine status by clicking on “Please Update Your Vaccine Status” step and click “Submit”

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**Instructions**

Brown is taking all necessary precautions as we bring more individuals back to campus. In order to allow this to happen safely, all employees who have received an FDA-approved vaccination against COVID-19 must provide a completed vaccination card received from your vaccination provider.

We ask that you please update your vaccine status below. If you are not eligible to be vaccinated, please select “I have not yet been vaccinated” and complete the vaccine tracking.

**Vaccine Tracking**

- I have been fully vaccinated
- I have not yet been vaccinated

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**February 2021**
6. Load vaccine documentation, if applicable on the “Please upload your vaccine documentation” step and click “Submit”.

7. Select **Submit** to complete the process