

Vaccine Management in Workday (Boosters)



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

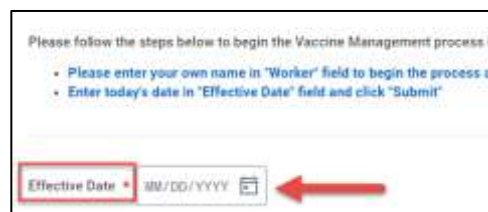
1. Select the **Benefits** app on your Home landing page and under the External Links menu, select **Vaccine Management**



2. Enter **your name** in Worker field and select **OK**



3. Enter **today's date** in the Effective Date field and select **OK**. Select **Edit Additional Data** to move forward



4. Leave your status in **Vaccine Status** as unchanged



5. Complete **Booster Status, Booster Brand** and **Booster Date**

6. Load vaccine documentation, if applicable, on the **Please upload your vaccine documentation step**



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

