

San José Evergreen Community College District

Directions for Uploading Your Student Vaccination Record

Step 1: Take a Picture of Your Digital COVID-19 Vaccination Record or Your Hard Copy COVID-19 Vaccination Record Card to Upload into MyHealth Portal.

- You can access your digital COVID-19 Vaccine Record through the State of California website: <https://myvaccinerecord.cdph.ca.gov/>

Digital Vaccine Record Example

COVID-19 Vaccine Record



SMART Health Card

Vaccination Information:

Name Joy Smith
DOB: 02/05/2003

Dose #1 Date: 02/18/2021
Dose #1 Type/Mfr.: Pfizer

Dose #2 Date: 03/11/2021
Dose #2 Type/Mfr.: Pfizer

Need Help?

If your record is not

Hard Copy Vaccine Record Example

COVID-19 Vaccination Record Card

NAME: Joy Smith
 IRN: 0000123456 DOB: 02/05/2003
 SEX: Female [1]
 DEPT: Oak-medv > main campus
 PROVIDER: OAK COVID VACCINE DOSE 1
 APPT DATE: 5/13/2021

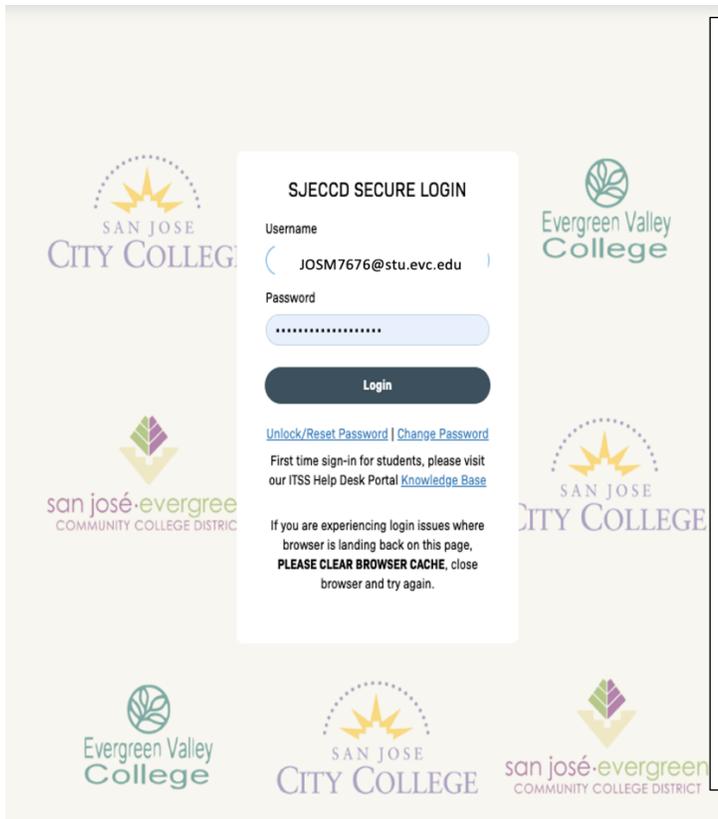
Date of birth: 02/05/2003 Patient number (medical record or IIS record number):

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 st Dose COVID-19	Pfizer 1st - LOT # EW0167 05/13/21 Kaiser Oakland	mm / dd / yy	KG
2 nd Dose COVID-19		mm / dd / yy	
Other	Pfizer 2nd - LOT # EW0185 06/03/21 Kaiser Oakland	mm / dd / yy	ABO
Other	0033	mm / dd / yy	

Step 2: Access Your College MyHealth Portal

- Evergreen Valley College Students: <https://myhealth.evc.edu>
- San José City College Students: <https://myhealth.sjcc.edu>
- If you are taking classes at both colleges this semester, please select the MyHealth portal for your home college.

Step 3: Sign Into SJECCD Secure Login



- 1) **Enter Username**
 - Your username is your college email address.
 - Your college email address is your MyWeb User ID (first two letters of first name, first two letters of last name, and last four digits of student ID#) @stu.evc.edu or @stu.sjcc.edu.

Example
 EVC Students: tivi7676@stu.evc.edu
 SJCC Students: tivi7676@stu.sjcc.edu
- 2) **Enter Password**

(For password issues, please contact ITSS at 408-270-6411)

For first time logins, simply click on the Unlock/Reset Password button. This will take you through an identity verification process and then an enrollment process. Once, completed, for any future logins, enter your EVC or SJCC school email address and just click on the Login button.
- 3) **Click The Login Button**

Step 4: Select the Point and Click MyHealth Icon for Your Primary College (EVC or SJCC)



Step 5: Enter Your Date of Birth and Click the Proceed Button

myhealth.evc.edu/confirm.aspx

Apps Gmail YouTube Maps Translate Maxient CurriQunet Sandb... CurriQunet Log On Rethink Stress Int... Our Team | SPARQ Full Measure Contact — THE C...

EVC MyHealth Portal

Welcome back! To confirm your identity, you must provide the following additional personal information:

Please confirm your Date of Birth:

Feb 5 2003

Proceed Cancel

Step 6: From the Home Screen Select the Medical Clearances Link from the Lefthand Side Menu

EVC MyHealth Portal Joy Smith

Home for **Joy Smith**

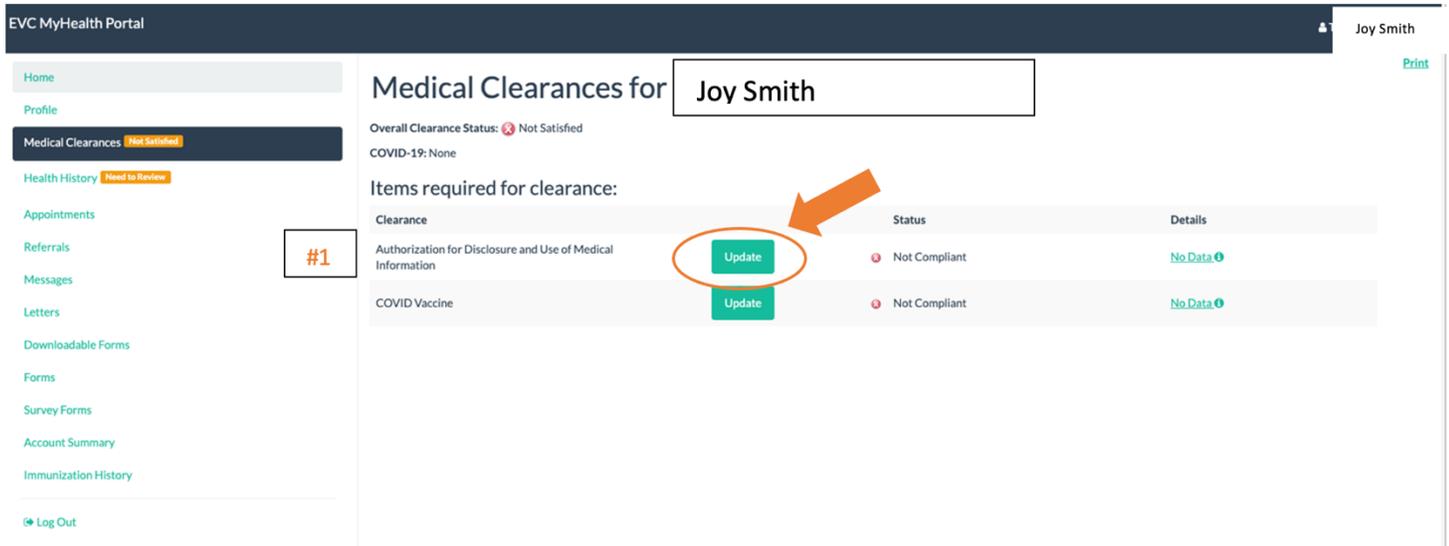
You last logged in: 9/29/2021 9:46 AM [Log Out](#)

Welcome to EVC MyHealth Portal

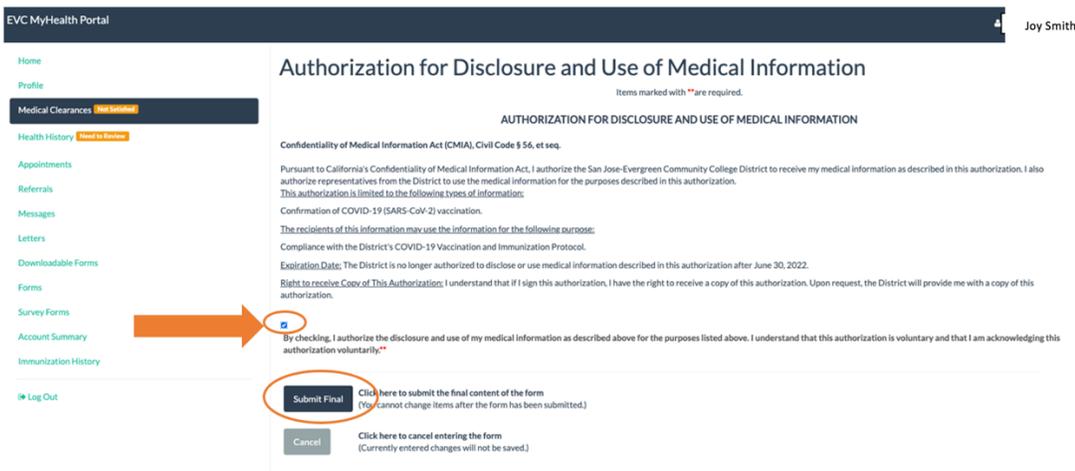
This website is designed to help students and employees interact more conveniently and efficiently with Health Services (Students) and Human Resources (Employees).
[Version: 12.11.5425]

- Home
- Profile
- Medical Clearances** Not Satisfied
- Health History Need to Review
- Appointments
- Referrals
- Messages
- Letters
- Downloadable Forms
- Forms
- Survey Forms
- Account Summary
- Immunization History
- [Log Out](#)

Step 7: Update Both Clearance Items to Complete the Vaccination Verification Process. Click Update for Item #1 Authorization for Disclosure and Use of Medical Information.



Step 8: Review Authorization for Disclosure and Use of Medical Information and Confirm Approval



- 1) Click on checkbox to authorize the disclosure and use of medical information for confirming compliance with COVID-19 vaccination requirement
- 2) Click Submit Final button

Step 9: Click Proceed Button

The screenshot shows the EVC MyHealth Portal interface. The user is Joy Smith. The main heading is "Authorization for Disclosure and Use of Medical Information Completed". Below the heading, a message states: "The Authorization for Disclosure and Use of Medical Information has been successfully submitted." A grey button labeled "Proceed" is highlighted with an orange circle, and a large orange arrow points to it from the left. The left sidebar contains navigation links: Home, Profile, Medical Clearances (Not Satisfied), Health History (Need to Review), Appointments, Referrals, Messages, Letters, Downloadable Forms, Forms, Survey Forms, Account Summary, Immunization History, and Log Out.

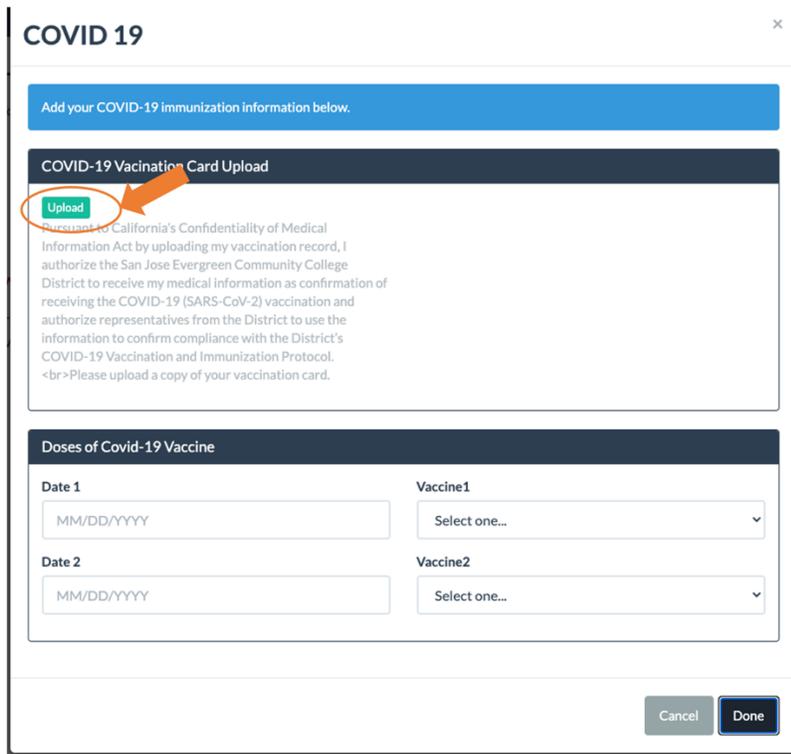
Step 10: Complete Last Clearance Item to Complete the Vaccination Verification Process. Click Update for Item #2 COVID Vaccine.

The screenshot shows the EVC MyHealth Portal interface for user Jov Smith. The main heading is "Medical Clearances for Jov Smith". Below the heading, the overall clearance status is "Not Satisfied" (indicated by a red 'X' icon). The COVID-19 status is "None". A section titled "Items required for clearance:" contains a table with the following data:

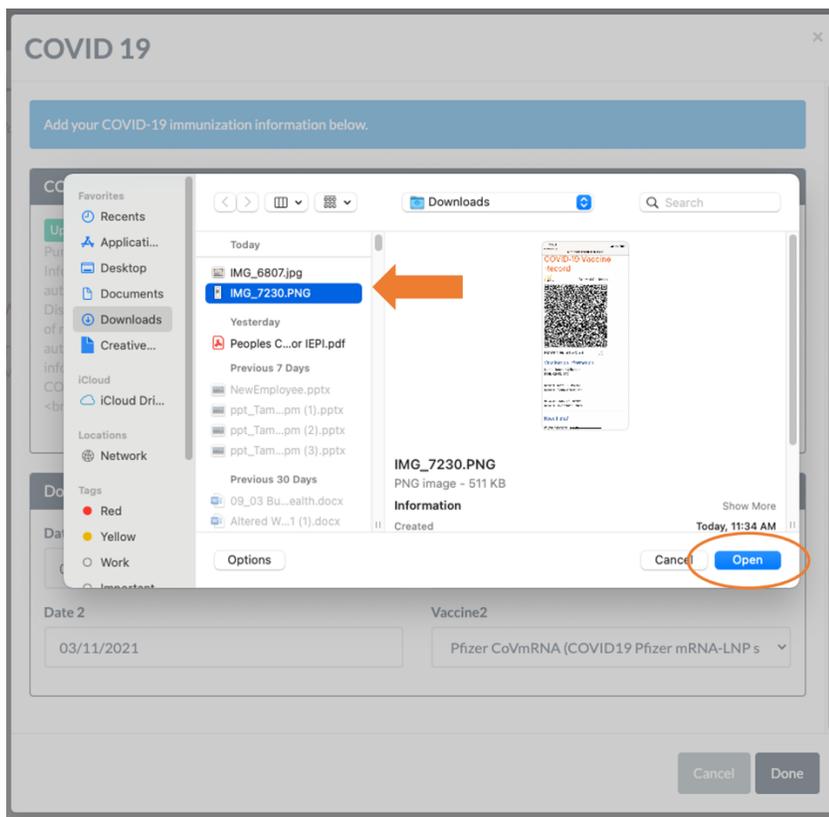
Clearance	Status	Details
Authorization for Disclosure and Use of Medical Information	Compliant	Satisfied
COVID Vaccine	Not Compliant	No Data

The "COVID Vaccine" row is highlighted with an orange box, and the "Update" button in the "Details" column is circled in orange with an arrow pointing to it. A box with "#2" is placed to the left of the "COVID Vaccine" row. The left sidebar contains navigation links: Home, Profile, Medical Clearances (Not Satisfied), Health History (Need to Review), Appointments, Referrals, Messages, Letters, Downloadable Forms, Forms, Survey Forms, Account Summary, Immunization History, and Log Out.

Step 11: Click Upload Button to Attach a Copy of Your Vaccination Record



Step 12: Select Vaccination Record File from Computer to Upload and Then Click Open.



Step 13: Verify Your Image Upload. Select 'Edit Image' if You Want to Edit or 'Looks Good' to Proceed.

Example 1

Example 2

Verify Upload

Does this image look correct? If it looks wrong for any reason (i.e., wrong orientation, too bright or dark, needs to be cropped), click **Edit Image** and use the image editor controls to adjust the image as appropriate.

Date of birth Patient number (medical record or IIS record number)

Vaccine	Product Name/Manufacturer	Date	Healthcare Professional or Clinic Site
1 st Dose COVID-19	Pfizer 1st - LOT # EW0185	mm / dd / yy	KG
2 nd Dose COVID-19	05/13/21 Kaiser Oakland	mm / dd / yy	
Other	Pfizer 2nd - LOT # EW0185	mm / dd / yy	ABJ
Other	06/03/21 Kaiser Oakland	mm / dd / yy	
	0833	mm / dd / yy	

→

Verify Upload

Record

CA GOV State of California

SMART Health Card

Vaccination Information:

Name: Joy Smith
 DOB: 02/05/2003

Dose #1 Date: 02/18/2021
 Dose #1 Type/Mfr.: Pfizer

→

Step 14: Insert the Dates of Each COVID-19 Vaccine Dose and Select Vaccine Type. Click Done When Finished.

COVID 19

Add your COVID-19 immunization information below.

COVID-19 Vaccination Card Upload

Upload

Remove

Doses of Covid-19 Vaccine

Date 1: 02/18/2021

Date 2: MM/DD/YYYY

Vaccine1: **Pfizer CoVmrNA (COVID19 Pfizer mRNA-LNP spike)**

Vaccine2: Pfizer CoVmrNA (COVID19 Pfizer mRNA-LNP s

COVID 19

Add your COVID-19 immunization information below.

COVID-19 Vaccination Card Upload

Upload

Remove

Doses of Covid-19 Vaccine

Date 1: 02/18/2021

Date 2: 03/11/2021

Vaccine1: Pfizer CoVmrNA (COVID19 Pfizer mRNA-LNP s

Vaccine2: Pfizer CoVmrNA (COVID19 Pfizer mRNA-LNP s

Step 15: Once Completed the COVID Vaccine Item Under Medical Clearances Will Show 'Awaiting Review'. A Medical Professional Will Review and Verify If You Meet the Vaccination Requirement. You Will Be Notified After the Review.

The screenshot displays the EVC MyHealth Portal interface for a user named Joy Smith. The page title is "Medical Clearances for Joy Smith". The overall clearance status is "Awaiting Review", indicated by a red circle around the text. Below this, it shows "COVID-19: None". A table titled "Items required for clearance:" lists two items: "Authorization for Disclosure and Use of Medical Information" with a status of "Compliant" and "Satisfied", and "COVID Vaccine" with a status of "Not Compliant" and "Awaiting Review". The "Awaiting Review" status for the COVID Vaccine is also circled in red. A green "Update" button is visible next to the COVID Vaccine entry. The left sidebar contains navigation links for Home, Profile, Medical Clearances (Not Satisfied), Health History (Need to Review), Appointments, Referrals, Messages, Letters, Downloadable Forms, Forms, Survey Forms, Account Summary, Immunization History, and Log Out. The top right corner shows the user's name "Joy Smith" and a "Print" link.

Clearance	Status	Details
Authorization for Disclosure and Use of Medical Information	Compliant	Satisfied
COVID Vaccine	Not Compliant	Awaiting Review