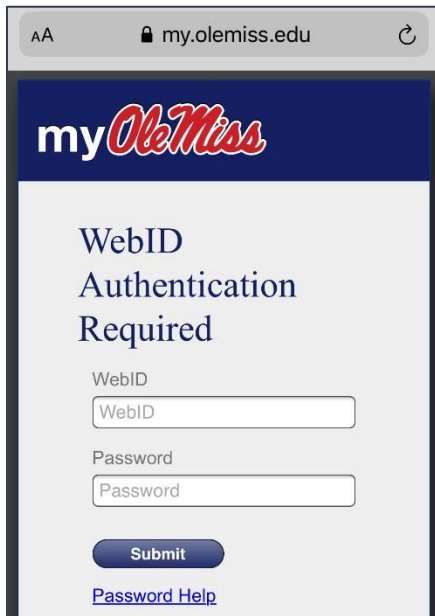


**Steps for Uploading Your Vaccinated Health Record**

Click the link provided: <https://forms.olemiss.edu/vaccination-record>

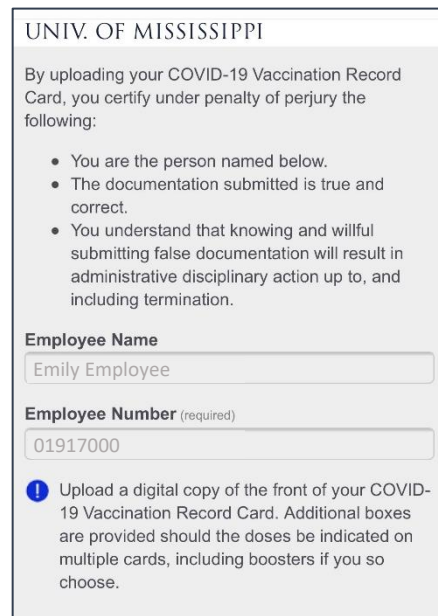
**1**

Sign in page:



**2**

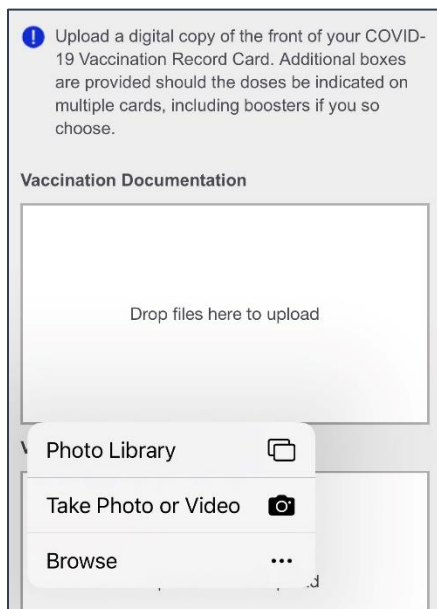
Statement and Pre-populated Employee Information



**3**

**On a mobile device:** when the box is clicked, there are options; Photo Library, Take a Photo, or Browse.

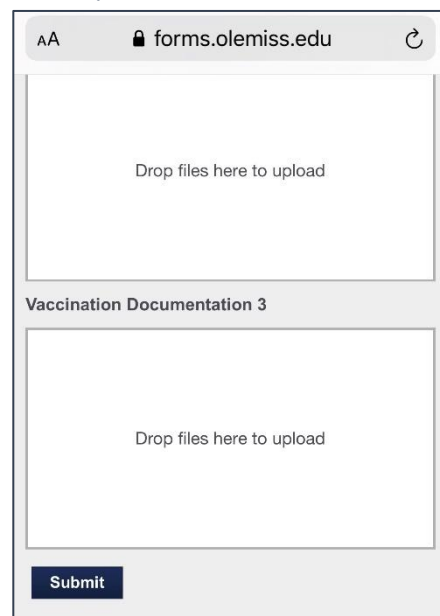
**From a desktop:** drag and drop the image to box.



**4**

Additional boxes are provided in the event doses are indicated on multiple cards, including boosters if you so choose.

Click "Submit" when document(s) have been uploaded.



## Upon submission

UNIV. OF MISSISSIPPI

### Certification of Vaccination

✓ Your response has been submitted.

## Email confirmation

Your information has been saved, thanks for your interest in Certification of Vaccination.

Submission #43496

### Certification of Vaccination

In order to comply with Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors and the Safer Federal Workforce Task Force's "COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractor," all University employees (including faculty, staff, graduate and undergraduate student employees) must be fully vaccinated by December 8, 2021, unless they qualify for an accommodation. The University must review University employees' documentation to prove vaccination status.

To prove vaccination, University employees must upload a digital copy of their COVID-19 Vaccination Record Card below no later than close of business on November 24, 2021. A digital copy can be a digital photograph, scanned image, or PDF of such the card that clearly and legibly displays the information contained on the COVID-19 Vaccination Record Card.

The image must include the entire vaccination record. The record must be legible and include the following:

1. last name, first name, and date of birth
2. vaccine manufacturer
3. lot number of the vaccine
4. date the vaccine was administered
5. name of the healthcare provider or clinic site that administered the vaccine

The employee will be alerted via olemiss.edu email if the image is deemed invalid.

### Requesting a replacement vaccination card

If you need a replacement vaccination card, please visit the [MS State Department of Health website](#) and login to or create an account with MyIR (My Immunization Records) to print your immunization record.

If you cannot recall your login information, visit the IT Helpdesk with a picture ID.

**IT Helpdesk, [100 Weir Hall](#)**

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