

How to Upload your Vaccination Information

To upload from your computer:

1. You will receive an email with a link that will take you to People Admin via your computer or mobile device OR to access without the email go to: <https://une.peopleadmin.com/hr>
2. Use your UNE Username and password to gain access.
Note: *The system requires your username, not your email address.*
3. You can access the **Records- Self-Service** module by going to the 3 dots in the upper left of the screen and choose Employee Records by clicking on its title.
4. Upon enter Records you will land on the **My Tasks** page. This will contain any documents or forms that you have been assigned to complete- in this case specifically the **COVID Vaccination Form**.
5. If you do not see the form, click on the **Available Forms** option to the left and select the **COVID Vaccination Form**.
6. From the **My Tasks** page select the **View** option to the form OR from the **Available Forms** page, simply click on the form name.
 - a. Supply the requested information.
 - b. You will be required to upload a copy of of your vaccine card.

To upload from a mobile device:

1. You will receive an email with a link that will take you to People Admin via your computer or mobile device OR to access without the email go to: <https://une.peopleadmin.com/hr>.
2. Use your UNE Username and password to gain access.
Note: *The system requires your username, not your email address.*
3. You will need to select **Switch to full site**.
4. Upon enter Records you will land on the **My Tasks** page. This will contain any documents or forms that you have been assigned to complete- in this case specifically the **COVID Vaccination Form**.
5. If you do not see the form then click on the *three lines* in the upper left of the screen and select **Available Forms** option to the left and select the **COVID Vaccination Form**.
6. From the **My Tasks** page select the **View** option to the form OR from the **Available Forms** page, simply click on the form name.
 - a. Supply the requested information.
 - b. You will be required to upload a copy of of your vaccine card.

Note: *There are occasions when forms are returned to those submitting for further information. If this does happen, they will be found on the **My Tasks** page.*