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 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 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.