## OBJECTIVE

Use the steps below to upload your proof of COVID-19 vaccination through the Workday mobile app in an Android device.

Note: Employees should only upload documentation that shows that they have received all doses of the COVID-19 vaccination. If you have not received all required doses of the COVID-19 vaccine, do not upload the documentation until the vaccination process has been completed and recorded on the vaccination card.

## UPLOADING PROOF OF COVID-19 VACCINATION THROUGH AN ANDRIOD DEVICE

1. Open the Workday app on your Android device. If you have not downloaded the Workday mobile app, follow the **Installing the Workday Mobile App Job Aid** for instructions on how to download the Workday app to your mobile device.

2. Sign into your Workday account. Upon login, you will land on your Workday home screen.

3. Tap the **three-bar** ≡ icon located on the top left-hand corner of the home page and then tap on your name to access your employee profile.
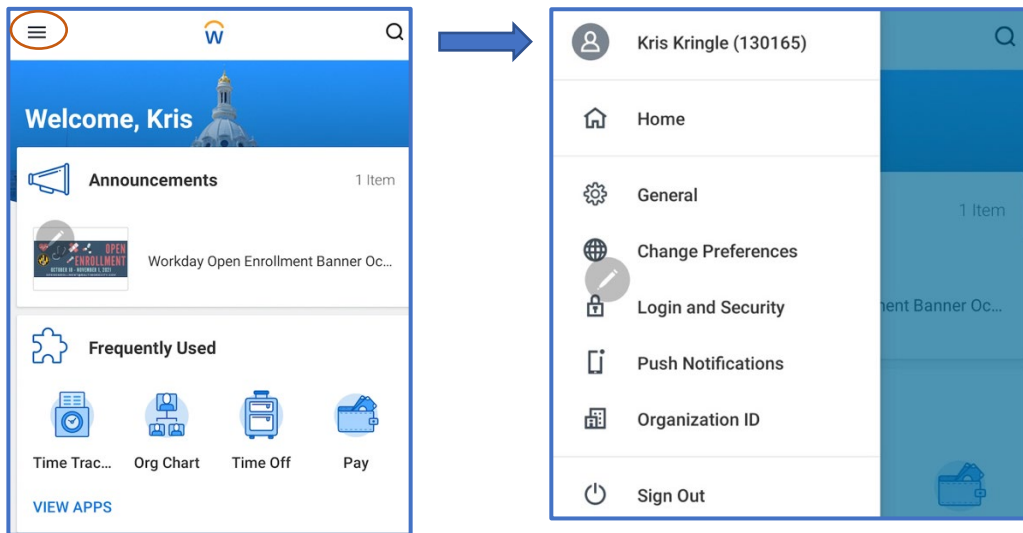

4. Tap the **Personal** tab located near the bottom of the profile page. If you cannot see the **Personal** tab, scroll down or tap on **More** to view additional options.
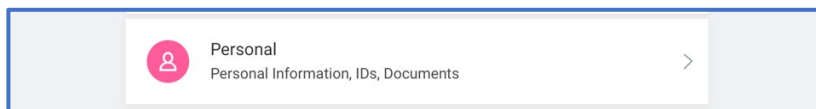
5. Tap the **Documents** option and then tap the **Add** button to go the **Add Worker Document** page.
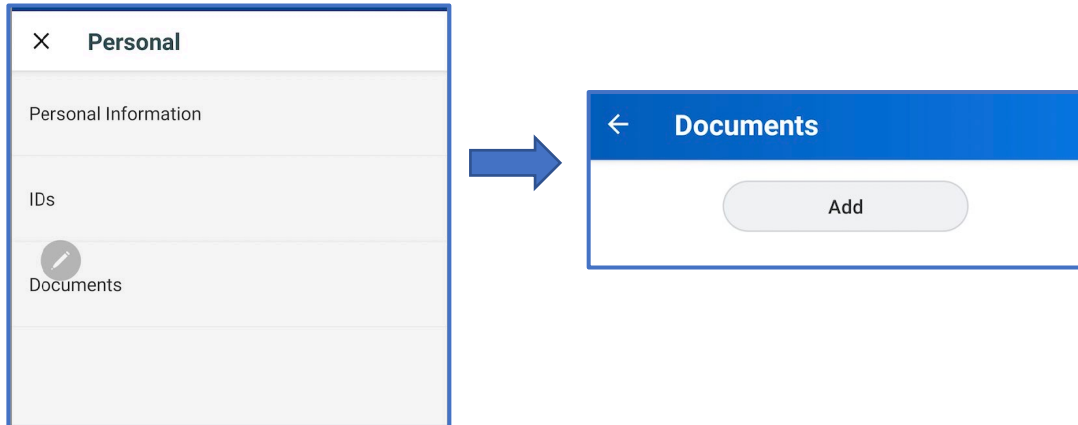
6. Tap the **paperclip icon** ✏ to locate and upload a photo your COVID-19 vaccination card from your mobile device. Here you will be able to take a photo of your COVID-19 vaccination card or choose an existing photo/file of the COVID-19 vaccination card from your mobile device.
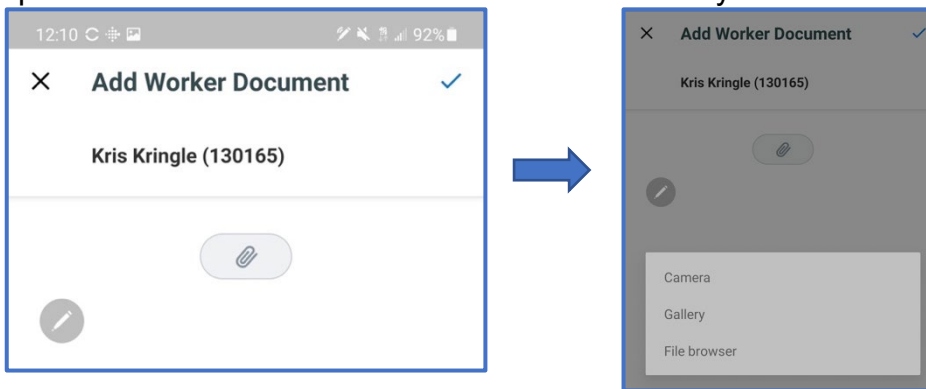

7. Once the file has been selected, tap on the **Document Category** ≡ icon , and select "**COVID-19 Vaccination Card**" from the list of options. ***Optional:*** Type any comments regarding your vaccination card in the **Comment** field. Your Agency HR Practitioner will be able to view comments added in this field.
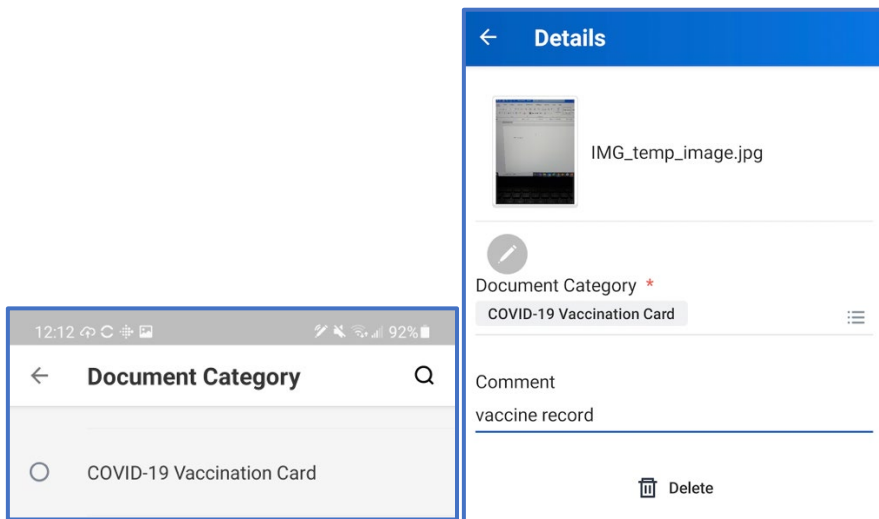
8. Tap the back arrow ← next to **Details** to return to the **Add Worker Document** page or **Delete** if you are not ready to upload your vaccination card.

Select the check to confirm the selected document.
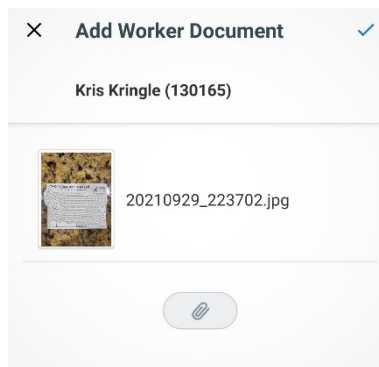
Once the upload is completed, review the document by tapping the name of the image located in the **Worker Document** column. Tap the back arrow ← next to **Add Worker Document** to return to the
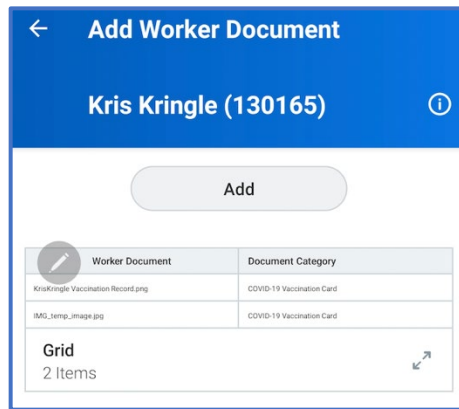
Documents page.

***Note:** Employees will not be able to delete or edit a document after it is uploaded. If you have uploaded an incorrect record or selected an incorrect document category, you must notify your HR Practitioner/Partner to delete the document and/or modify document category.*
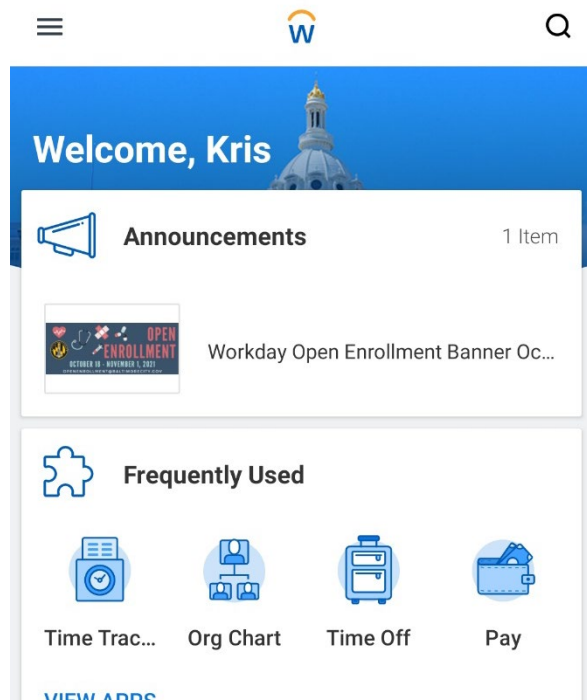
9. You will see your uploaded record. Tap the back arrow ← in the top left to return to the Profile page.
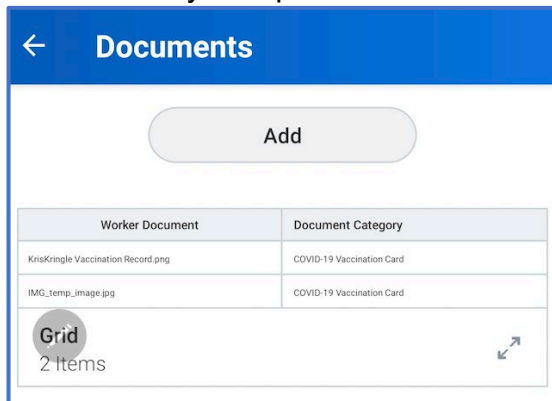
10. From the Profile tab, tap the back arrow ← (top left) again to return to the Home page.
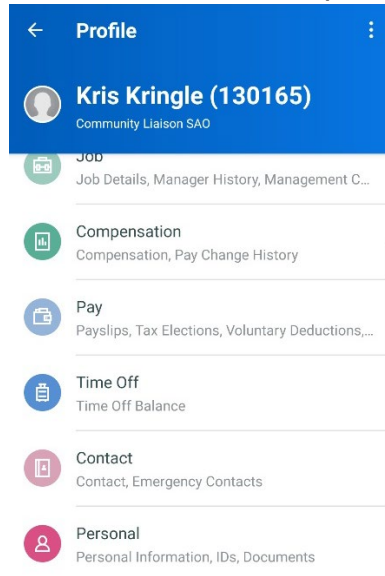
11. From the Home page, you can Sign Out. Select the **three-bar** ≡ icon in the top left and tap sign out.

12. You have completed uploading to your proof of COVID-19 vaccination.

<p align="center">STILL HAVE QUESTIONS OR NEED TECHNICAL ASSISTANCE?</p>

<p align="center">For questions regarding the COVID-19 Vaccination Policy, contact your HR Practitioner/Partner.
For technical assistance or issues accessing Workday, contact the BCIT Service Desk at 410-396-6648.</p>