

# Report COVID-19 Vaccines in MyChart and other options

Vaccination records for UCR employees will be stored in the HIPAA-secure Epic system (also called MyChart), which is managed in partnership between UC San Diego Health, UCR Health and COVID19 team.

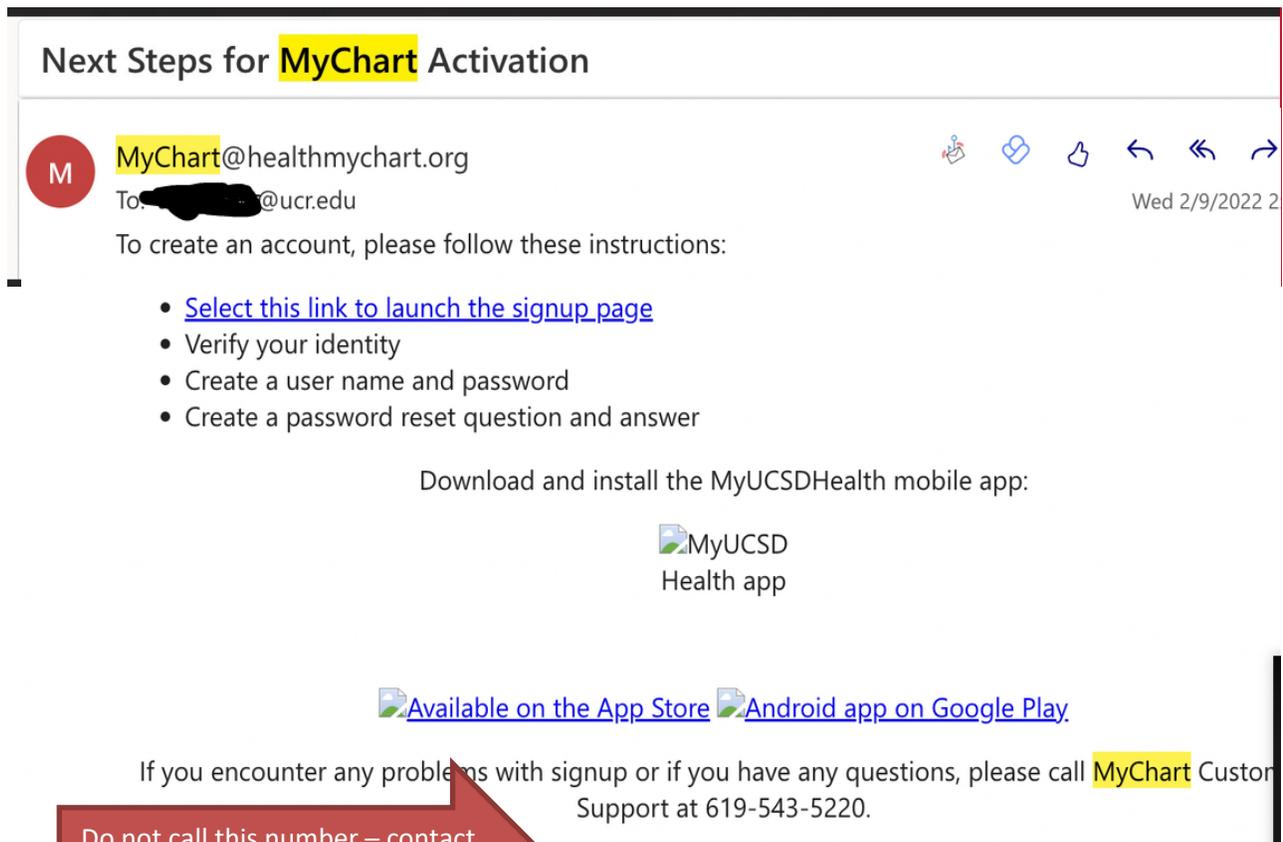
UCR employees may upload vaccine and booster records directly into the secure MyChart system.

**Option 1-** For those who received their vaccinations outside the UCR School of Medicine or UCR Health and UC Health System, please upload ALL COVID-19 vaccine doses by creating a new account.

If you are not a UCR Health patient or vaccinated on UCR Campus or UC health, you must create my chart account.

1. Check your e-mail, and you should have received a message from [Mychart@healthmychart.org](mailto:Mychart@healthmychart.org). The UCR COVID19 team has been sending messages to those that do not have an active my chart account in the past few weeks

The message looks like this:



If you encounter any problems with signup or if you have any questions, please call MyChart Customer Support at 619-543-5220.

**Do not call this number – contact the UCR COVID19 team**

2. If you have not received this message, please e-mail the COVID19 @ucr.edu and provide your first name and last name and the best number where they can contact you.
3. Have your employee ID number ready to provide it when the COVID19 team calls you.
4. The team will send you a link invitation, and you must follow the steps to create a UCR My Chart account.
  - a. The link within the e-mail will ask you to verify your identity
  - b. Create a user and password using your UCR e-mail format (i.e. [scottyb@ucr.edu](mailto:scottyb@ucr.edu)). This should be different from your UCR e-mail address and password for security purposes.
  - c. Create a password reset question and answer –
  - d. Once this is done, you have created a UCR My Chart account information

1. Navigate to <https://mychart.ucrhealth.org/ucr/Authentication/Login>.

2. Log in to MyChart (hint: your username is likely your UCR e-mail in this format: *scottyb@ucr.edu*). Use the “forgot username” or “forgot password” links if necessary. You may also call 844-827-6827 or e-mail [COVID19@ucr.edu](mailto:COVID19@ucr.edu) to speak with a member of the COVID management team.

3. Once inside the portal, scroll to the section **Your Digital COVID-19 Vaccine Record**. There is also a shortcut at the top and an information section in “Explore More” – any of these will allow you to enter your vaccine information.

4. Click **View**.



#### Your Digital COVID-19 Vaccine Record

Get secure access to your vaccination information when you need it with your COVID-19 Digital SMART Health Card. This digital tool offers a convenient way to store and share your vaccine record, while following state standards for security and privacy.

View

Dismiss

5. Click on the **arrow to the right** of any vaccine information. Click **Update** to check for updates. If you received your vaccine doses outside the UCR School of Medicine or UCR Health, you would likely need to enter the information for all doses.

No vaccine received



**Not seeing your vaccine?**

If you got your COVID-19 vaccine and it isn't showing up here, check for updates from state registries.

**Update**

Not now

6. Click **Enter vaccine details** only if you do not see your vaccination information. The subsequent steps will vary slightly depending on whether you already have earlier vaccine doses listed in MyChart.



**We didn't get an update from state registries yet**

Check back later. If you still don't see your vaccination information, you can enter it yourself. Please note that supplying false COVID vaccine information is illegal.

**Enter vaccine details**

7. Click the vaccine manufacturer.

## COVID-19 Vaccination Information

Tell us about your COVID-19 vaccination.

\* Indicates a required field.

\*Vaccine manufacturer

AstraZeneca

Johnson & Johnson

Moderna

Novavax

Pfizer

Sinopharm

Covishield

Sinovac-Coronavac

Covaxin

Continue

Cancel

8. Indicate **Dose**, **Date administered**, **Location**, and **Lot number** as printed on the vaccine card, then click **Continue** to proceed to the next screen.

\* For which dose are you providing information?

First Dose

\* Date administered  
Enter the date that this dose was administered.



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Location  
Enter where you received this dose. You can find the location in the Healthcare Professional or Clinic Site column on your COVID-19 Vaccination Record Card.

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Lot number  
Enter the lot number of this dose. You can find the lot number underneath the Manufacturer on your COVID-19 Vaccination Record Card.

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9. Click **Yes** or **No** to report additional COVID-19 doses (i.e., your booster), then click **Continue**.

## COVID-19 Vaccination Information

\* Indicates a required field.

\* Do you want to enter information about any additional COVID-19 vaccine doses?

10. Click **Add a document** to upload a photo of your COVID-19 Vaccination Record Card, then click **Continue**.

## COVID-19 Vaccination Information

\* Indicates a required field.

\* Attach proof of vaccinations ⓘ  
Please upload a photo of your COVID-19 Vaccination Record Card.

 Add a document

Continue
Back
Cancel

11. Review and update information as needed. Click **Submit** after you confirm the data is accurate.

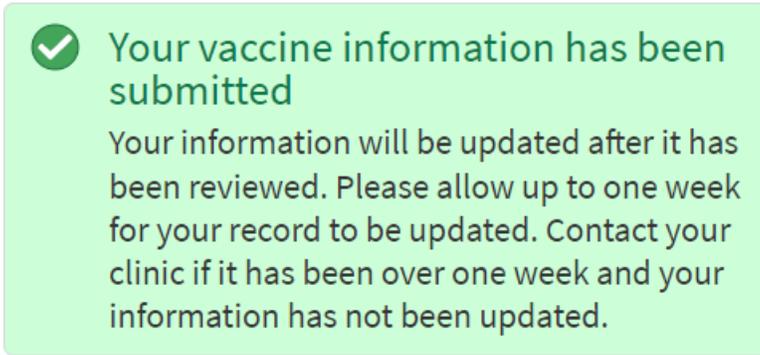
## COVID-19 Vaccination Information

Please review your responses. To finish, click **Submit**. Or, click any question to modify an answer.

Question	Answer	
Vaccine manufacturer	Moderna	
For which dose are you providing information?	First	
Date of first vaccine dose	11/11/2021	
Where did you receive the first vaccine dose?	Enter location show on your COVID-19 Vaccination Record Card	
What is the lot number of the first vaccine dose?	Enter lot number listed in your COVID-19 Vaccination Record Card	
Do you want to enter information about an additional COVID-19 vaccination?	No	
Attach proof of vaccinations	COVID 19 Vaccine Card_First Dose.docx	

Submit
Back
Cancel

12. A version of the following message will display when finished.



### From the Mobile App

1. If it is your first time using the MyChart app, you may download it free from your phone’s application store.



2. After an introductory screen, there will be a list of healthcare providers. Scroll to near the bottom to click on “UCR Health.” If you downloaded the app in an earlier iteration, you might see that you are automatically sent to UC San Diego Health. UC San Diego is our partner, so this is not a problem and does not impact the steps below.

3. Log in to MyChart (hint: your username is likely your UCR e-mail in this format: *scottyb@ucr.edu*). If necessary, use the “Forgot Password or Username” link. You may also call 844-827-6827 or e-mail [COVID19@ucr.edu](mailto:COVID19@ucr.edu) to speak with a member of the COVID management team.



4. Once inside the portal, scroll to the **Your Digital COVID-19 Vaccine Record** section and click **View**.

**Your Digital COVID-19 Vaccine Record**

Get secure access to your vaccination information when you need it with your COVID-19 Digital SMART Health Card. This digital tool offers a convenient way to store and share your vaccine record, while following state standards for security and privacy.

**View** Dismiss

5. Click on **the arrow to the right** of any current vaccine information listed.

COVID-19 vaccination complete (2 of 3)

6. Click **Update** to enter your vaccine information.

**Not seeing your vaccine dose?**  
If you received a COVID-19 vaccine and don't see it here, check for updates from state registries.

**Update** Not now

7. Click **Enter vaccination information** if you do not see your booster information from the state registry. The subsequent steps will vary slightly depending on whether you already have earlier vaccine doses listed in MyChart.

**We didn't get an update from state registries yet**  
Check back later. If the registries still don't return your vaccination information, you can enter your vaccination details.

**Enter vaccination information**

8. Answer the questionnaire, including clicking on your vaccine manufacturer.

\* Do you want to enter information about any additional COVID-19 vaccine doses?

\* How many additional vaccine doses do you want to enter information for?

**Additional Dose 1**

\* Vaccine manufacturer  
Enter the manufacturer for this dose.

<input type="button" value="AstraZeneca"/>	<input type="button" value="Johnson &amp; Johnson"/>
<input type="button" value="Moderna"/>	<input type="button" value="Novavax"/>
<input type="button" value="Pfizer"/>	<input type="button" value="Other"/>

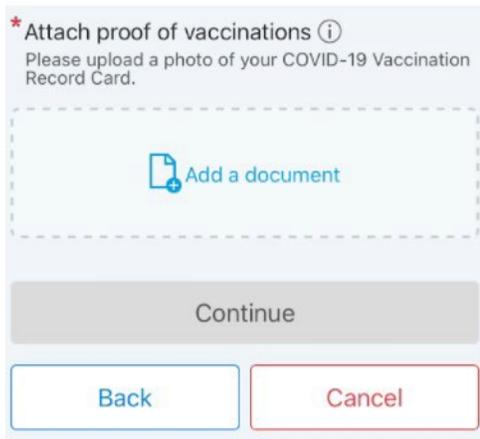
9. Indicate the **Date administered**, **Location**, and **Lot number** as printed on the vaccine card, then click **Continue** to proceed to the next screen.

\* Date administered  
Enter the date that this dose was administered.

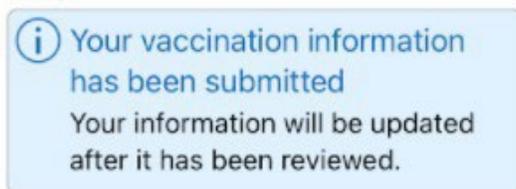
**Location**  
Enter where you received this dose. You can find the location in the Healthcare Professional or Clinic Site column on your COVID-19 Vaccination Record Card.

**Lot number**  
Enter the lot number of this dose. You can find the lot number underneath the Manufacturer on your COVID-19 Vaccination Record Card.

10. Click **Add a document** to upload a photo of your COVID-19 Vaccination Record Card, then click **Continue**.



11. You may not immediately receive a message noting your submission, but when you log in again to either the web or mobile application, you will receive a message noting that the submission was received.



**Option 2:** If you received your COVID19 Vaccination as a **UCR Health patient**, or if you received any of your **COVID-19 vaccines** from the **UCR School of Medicine** or **UCR Health** or **UC Health**, you may already have an active **MyChart** account. Below are instructions for accessing that account and updating your vaccine information. Having your vaccine card on hand will be helpful before starting this process.

## From a Web Browser

## From the Mobile App

### From a Web Browser

1. Navigate to <https://mychart.ucrhealth.org/ucr/Authentication/Login>.
2. Log in to MyChart (hint: your username is likely your UCR e-mail in this format: *scottyb@ucr.edu*). Use the “forgot username” or “forgot password” links if necessary. You may also call 844-827-6827 or e-mail [COVID19@ucr.edu](mailto:COVID19@ucr.edu) to speak with a member of the COVID management team.
3. Once inside the portal, scroll to the section **Your Digital COVID-19 Vaccine Record**. There is also a shortcut at the top and an information section in “Explore More” – any of these will allow you to enter your vaccine information.
4. Click **View**.

#### Your Digital COVID-19 Vaccine Record

Get secure access to your vaccination information when you need it with your COVID-19 Digital SMART Health Card. This digital tool offers a convenient way to store and share your vaccine record, while following state standards for security and privacy.

View

Dismiss

5. Click on the **arrow to the right** of any vaccine information. Click **Update** to check for updates. If you received your vaccine doses outside the UCR School of Medicine or UCR Health, you would likely need to enter the information for all doses.

No vaccine received 

**Not seeing your vaccine?**  
If you got your COVID-19 vaccine and it isn't showing up here, check for updates from state registries.

**Update** Not now

6. Click **Enter vaccine details** only if you do not see your vaccination information. The subsequent steps will vary slightly depending on whether you already have earlier vaccine doses listed in MyChart.

**We didn't get an update from state registries yet**  
Check back later. If you still don't see your vaccination information, you can enter it yourself. Please note that supplying false COVID vaccine information is illegal.

**Enter vaccine details**

7. Click the vaccine manufacturer.

### COVID-19 Vaccination Information

Tell us about your COVID-19 vaccination.

\* Indicates a required field.

\* Vaccine manufacturer

AstraZeneca Johnson & Johnson Moderna Novavax Pfizer Sinopharm Covishield Sinovac-Coronavac  
Covaxin

Continue **Cancel**

8. Indicate **Dose**, **Date administered**, **Location**, and **Lot number** as printed on the vaccine card, then click **Continue** to proceed to the next screen.

\* For which dose are you providing information?

First Dose

\* Date administered  
Enter the date that this dose was administered.



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Location  
Enter where you received this dose. You can find the location in the Healthcare Professional or Clinic Site column on your COVID-19 Vaccination Record Card.

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Lot number  
Enter the lot number of this dose. You can find the lot number underneath the Manufacturer on your COVID-19 Vaccination Record Card.

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9. Click **Yes** or **No** to report additional COVID-19 doses (i.e., your booster), then click **Continue**.

## COVID-19 Vaccination Information

\* Indicates a required field.

\* Do you want to enter information about any additional COVID-19 vaccine doses?

10. Click **Add a document** to upload a photo of your COVID-19 Vaccination Record Card, then click **Continue**.

## COVID-19 Vaccination Information

\* Indicates a required field.

\* Attach proof of vaccinations ⓘ  
Please upload a photo of your COVID-19 Vaccination Record Card.

 Add a document

Continue
Back
Cancel

11. Review and update information as needed. Click **Submit** after you confirm the data is accurate.

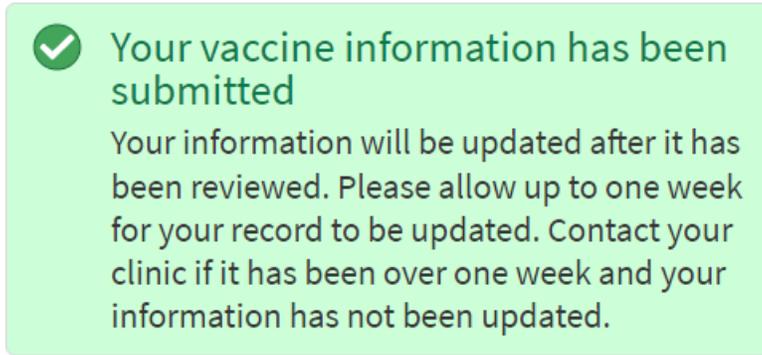
## COVID-19 Vaccination Information

Please review your responses. To finish, click **Submit**. Or, click any question to modify an answer.

Question	Answer	
Vaccine manufacturer	Moderna	
For which dose are you providing information?	First	
Date of first vaccine dose	11/11/2021	
Where did you receive the first vaccine dose?	Enter location show on your COVID-19 Vaccination Record Card	
What is the lot number of the first vaccine dose?	Enter lot number listed in your COVID-19 Vaccination Record Card	
Do you want to enter information about an additional COVID-19 vaccination?	No	
Attach proof of vaccinations	COVID 19 Vaccine Card_First Dose.docx	

Submit
Back
Cancel

12. A version of the following message will display when finished.



### From the Mobile App

1. If it is your first time using the MyChart app, you may download it free from your phone’s application store.



2. After an introductory screen, there will be a list of healthcare providers. Scroll to near the bottom to click on “UCR Health.” If you downloaded the app in an earlier iteration, you might see that you are automatically sent to UC San Diego Health. UC San Diego is our partner, so this is not a problem and does not impact the steps below.

3. Log in to MyChart (hint: your username is likely your UCR e-mail in this format: *scottyb@ucr.edu*). If necessary, use the “Forgot Password or Username” link. You may also call 844-827-6827 or e-mail [COVID19@medsch.ucr.edu](mailto:COVID19@medsch.ucr.edu) to speak with a member of the COVID management team.



4. Once inside the portal, scroll to the **Your Digital COVID-19 Vaccine Record** section and click **View**.

5. Click on **the arrow to the right** of any current vaccine information listed.

6. Click **Update** to enter your vaccine information.

7. Click **Enter vaccination information** if you do not see your booster information from the state registry. The subsequent steps will vary slightly depending on whether you already have earlier vaccine doses listed in MyChart.

8. Answer the questionnaire, including clicking on your vaccine manufacturer.

\* Do you want to enter information about any additional COVID-19 vaccine doses?

Yes	No
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\* How many additional vaccine doses do you want to enter information for?

Additional Dose 1

\* Vaccine manufacturer

Enter the manufacturer for this dose.

AstraZeneca	Johnson & Johnson
Moderna	Novavax
Pfizer	Other

9. Indicate the **Date administered**, **Location**, and **Lot number** as printed on the vaccine card, then click **Continue** to proceed to the next screen.

**\*Date administered**  
Enter the date that this dose was administered.

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**Location**  
Enter where you received this dose. You can find the location in the Healthcare Professional or Clinic Site column on your COVID-19 Vaccination Record Card.

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**Lot number**  
Enter the lot number of this dose. You can find the lot number underneath the Manufacturer on your COVID-19 Vaccination Record Card.

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**Continue**

10. Click **Add a document** to upload a photo of your COVID-19 Vaccination Record Card, then click **Continue**.

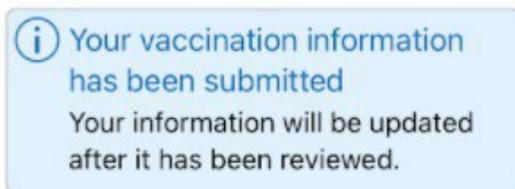
**\* Attach proof of vaccinations** ⓘ  
Please upload a photo of your COVID-19 Vaccination Record Card.

 **Add a document**

**Continue**

**Back**      **Cancel**

11. You may not immediately receive a message noting your submission, but when you log in again to either the web or mobile application, you will receive a message noting that the submission was received.



### Option 3 - Last Option:

If you do not want to submit or create my chart account, you can contact your campus HR Partners so they can provide you with directions.

If you have any concerns, please follow up with [the COVID19@ucr.edu](mailto:the_COVID19@ucr.edu) team; a zoom meeting will be required to view and document vaccine records.

Starting July 31, 2022, UCR will move to a new Point and Click system (PnC). This system is the leading Electronic Health Record System / Practice Management System (EHR/PMS) provider for college health and counseling. Student Health Services currently use this, other UC schools, and the Cal State system to keep track of your COVID19 records.

Once accounts are created by each employee, you will be able to upload your records. As we complete this project, UCR will send more information and details on how to upload your information.