Report COVID-19 Vaccines in MyChart

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 and UCR Health. UCR employees may now upload vaccine and booster records directly into the secure MyChart system. If you received your vaccinations outside of the UCR School of Medicine or UCR Health, please upload all COVID-19 vaccine doses, even if you previously submitted this information via the online form.

If you are a UCR Health patient, or if you received any of your COVID-19 vaccines from the UCR School of Medicine or UCR Health, you already have an active MyChart account. Below are instructions for how to access that account and update your vaccine information. It will be helpful to have your vaccine card on hand 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 email in this format: scottyb@ucr.edu). If necessary, use the “forgot username” or “forgot password” links. You may also call 619-543-5220 to speak with the UCSD MyChart customer service unit.

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.

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

7. Click the vaccine manufacturer.

8. Indicate **Dose**, **Date administered**, **Location**, and **Lot number** as printed on vaccine card, then click **Continue** to proceed to next screen.
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?
  
  Yes  No

Continue  Back  Cancel

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 (i)
  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 data is accurate.

## COVID-19 Vaccination Information

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

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

![Submit](for) ![Back](for) ![Cancel](for)

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

✅ **Your vaccine information has been submitted**

Your information will be updated after it has been reviewed. Please allow up to one week for your record to be updated. Contact your clinic if it has been over one week and your information has not been updated.

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**From the Mobile App**

1. If it is your first time to use the MyChart app, you may download it for 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 may 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 email in this format: scottyb@ucr.edu). If necessary, use the “Forgot Password or Username” link. You may also call 619-543-5220 to speak with the UCSD MyChart customer service unit.

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

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.