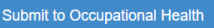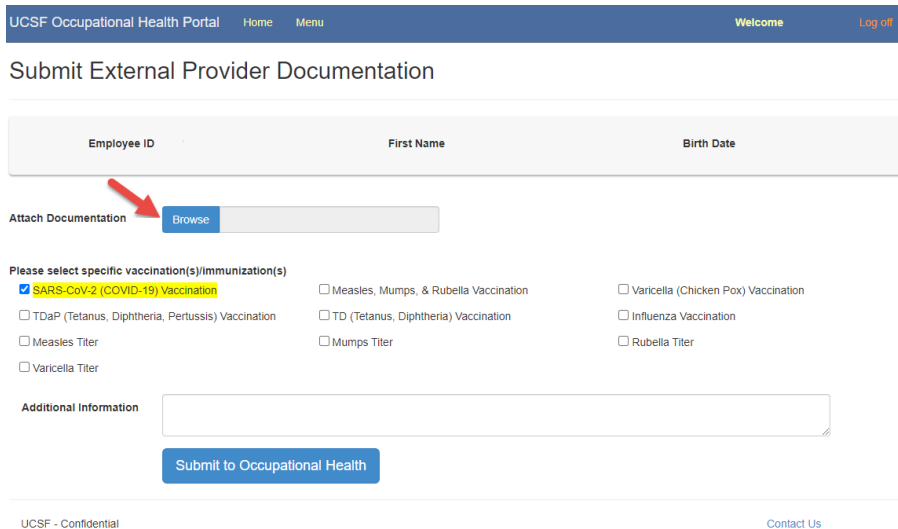# COVID-19 Vaccination Record Submission Process

The following tip sheet guides UCSF students through the process of uploading their COVID-19 vaccination record:

1. Go to https://ohsportal.ucsfmedicalcenter.org/ and click on the ▢ button.

2. Attach the vaccination record by clicking on the Browse button. After attaching the vaccination record, check ☑ SARS-CoV-2 (COVID-19) Vaccination and click the Submit to Occupational Health button. Once you click submit, your vaccination record has been uploaded and you will not be able to return to this page.

3. Your vaccination record has been successfully submitted to Occupational Health Services. Thank you.