

# HOW TO UPLOAD YOUR COVID-19 VACCINATION STATUS

(The following instructions are intended for MSOL students. Do not attempt to upload your record to the Ashe Center Portal.)

Visit the COVID-19 Action Center via [this link](#) and follow the prompts/images below.



UCLA

## UCLA COVID-19 Action Center

The daily Symptom Monitoring Survey is no longer required. You are still required to self-screen for COVID-19 symptoms and adhere to building signage at all UCLA sites before entering.

Please use this tool for any actions you may need to take in response to COVID-19 policies and procedures.

What is your role at UCLA?

UCLA Employee (UCLA Staff, UCLA Faculty, Emeriti)

UCLA Student (including UCLA Student Employees)

UCLA Extension Student (not including UCLA Staff, UCLA Faculty, or UCLA Student)

What do you need to do today?

Check COVID-19 vaccination status or upload proof of vaccination

Request an exception to the COVID-19 UC Vaccination Policy


Change remote status or data privacy settings

Upload a positive COVID-19 test result from outside the UCLA testing system

Learn what I need to do to come to a UCLA site

**NOTE:** Your selected choice will redirect you to a Single Sign-On page and then continue after you successfully login.

Once you're signed in, the following information should appear. Click on "COVID-19 Status Application."

**YOUR VACCINATION STATUS:** You are not currently up-to-date with COVID-19 vaccinations. [CLICK BELOW](#) 

Use our [COVID-19 Status Application](#) to upload proof of vaccination or request an exception.

### UC Vaccination Policy

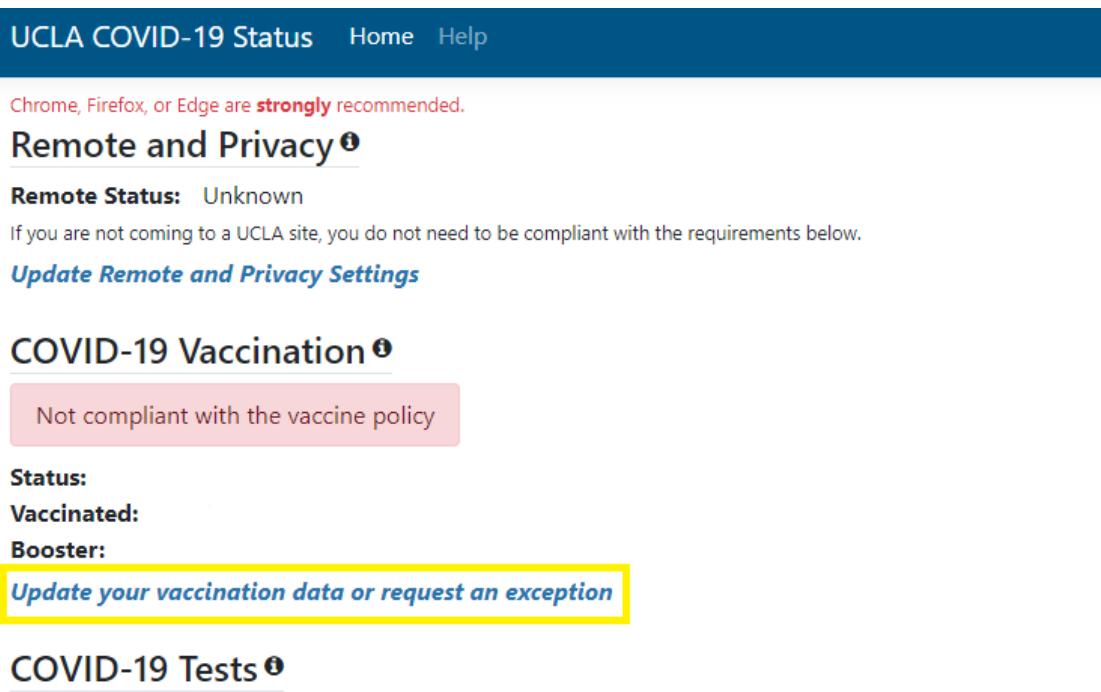
According to the UC Vaccination Policy, you must submit proof that you are up-to-date with COVID-19 vaccines to enter a UCLA site.

To be considered up-to-date with COVID-19 vaccines, you must first complete the primary series followed by a 14 day waiting period. If you are eligible for a booster, you have 30 days to receive your booster.

Alternately, you may request an exception to enter a UCLA site and must also follow the required [Non-Pharmaceutical Interventions](#).

If you become up-to-date with COVID-19 vaccines after requesting an exception, upload your proof of vaccination in the Ashe patient portal. If you are unable to access the Ashe Patient Portal, upload your proof of vaccination by selecting that option above.

After selecting "COVID-19 Status Application," it should take you to the following page. Select: "Update your vaccination data or request an exception."



The screenshot shows the UCLA COVID-19 Status page. At the top, there is a dark blue header with the text "UCLA COVID-19 Status" and links for "Home" and "Help". Below the header, a red text message states "Chrome, Firefox, or Edge are strongly recommended." The main content area features a section titled "Remote and Privacy" with a status of "Unknown" and a link to "Update Remote and Privacy Settings". Below this is a section titled "COVID-19 Vaccination" with a status of "Not compliant with the vaccine policy". Underneath, there are labels for "Status:", "Vaccinated:", and "Booster:", followed by a yellow-bordered button that says "Update your vaccination data or request an exception". At the bottom, there is a section titled "COVID-19 Tests".

After selecting “Update your vaccination data or request an exception” it will take you to the following page:

Vaccination Compliance ×

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**Consent to Access Vaccination Record**

You can be cleared without further proof of COVID-19 vaccination if your vaccination record is maintained by UCLA Health, or if you were vaccinated for COVID-19 through another healthcare provider in California that participates in the California Immunization Registry (CAIR).

UCLA Health requires your consent to access your medical record to share your vaccination status with UCLA for the sole purpose of establishing vaccine status for clearance to be at a UCLA facility. If you do not wish to provide consent, or your vaccination record is not available through UCLA Health or CAIR, you can manually upload documentary proof of vaccine status.

If you consent, you may revoke this authorization at any time, provided that you do so in writing and submit it to:

UCLA Health  
Health Information Management Services  
10833 Le Conte Avenue, CHS BH-902  
Los Angeles, CA 90095-7305

The revocation will take effect when UCLA Health receives it, except to the extent that UCLA Health or others have already relied on it. Unless otherwise revoked, this Authorization expires 12 months after the date signed.

Please understand this authorization is voluntary. Treatment, payment enrollment or eligibility for benefits may not be conditioned on signing this authorization.

You are entitled to inspect and/or receive a copy of the records that will be provided to UCLA and to receive a copy of this Authorization.

I authorize UCLA Health to access my medical record and CAIR and to share my COVID-19 vaccination status with UCLA for the sole purpose of establishing vaccine status for clearance to be at a UCLA facility.

No, I do not authorize UCLA Health to access my medical record or CAIR to share my COVID-19 vaccination status with UCLA and understand that I will need to upload documentary proof of my vaccine status in order to obtain clearance to be at a UCLA facility.

If you agree to upload your information, please select the highlighted area above and submit. The final page should look like this:

UCLA COVID-19 Status [Home](#) [Help](#)

Chrome, Firefox, or Edge are **strongly** recommended.

## Remote and Privacy ⓘ

**Remote Status:** Unknown

If you are not coming to a UCLA site, you do not need to be compliant with the requirements below.

[Update Remote and Privacy Settings](#)

## COVID-19 Vaccination ⓘ

Compliant with the vaccine policy

**Status:** Cleared with Booster

**Vaccinated:** The vaccination date and type of vaccine (i.e. Pfizer, Moderna, etc.) will be noted here.

**Booster:** The vaccination date and type of vaccine (i.e. Pfizer, Moderna, etc.) will be noted here.

[Update your vaccination data or request an exception](#)