INSTRUCTIONS FOR CHECKING COVID-19 VACCINATION POLICY COMPLIANCE

If you need to check if a student has complied with the vaccination policy because they are seeking a permission number to add an in-person class or are checking a LM 02, 03, or 11 course, please consult the **Holds and Alert Box in the Student Center in Campus Solutions (CS).** You may also wish to use this service indicator for other activities or services with students (e.g. faculty advising appointments). As a reminder, a student must be compliant with the COVID-19 vaccination policy to be on campus for any reason.

You should see "C19 Compliant-No Action Needed" if the student has complied. Please note there is a 24-hour lag time from when the student complies to when the information appears in CS.

Viewing compliance in Campus Solutions:
You will need to access the Advisor Center (through the Faculty Center in CS). Information about how access the Advisor Center can be found here: https://cms.sfsu.edu/content/advising-center

Once in the Advisor Center, select "My Advisees" and then click "view data for other students"; enter the Student's ID number in the top cell; then click the search button.

This will take you to the student's Student Center. Here, you can view the COVID-19 compliance status in the Holds & Alerts box as indicated below.
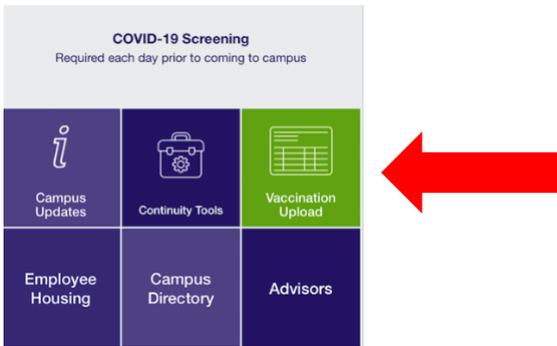
If a student is seeking an in-person service (including a permission number for an in-person class) and says they have complied, but they've done so in the last 24 hours, you can also check their compliance using MyHealth. The student will need to do this and show it to you.
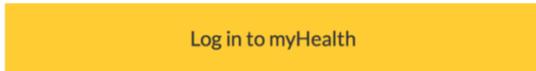
STEPS FOR VERIFYING COMPLIANCE USING MYHEALTH

Step 1: Go to the SF State App on a smart phone or to: https://health.sfsu.edu/content/myhealth
If using the App, choose the green tile labeled "Vaccination Upload"

Step 2: Log in to myHealth

Log in to myHealth

Step 3: Enter SF State ID and password

SAN FRANCISCO
STATE UNIVERSITY

SF State Global Login

SF State ID or Email

SF State Password

Login

Get help signing in
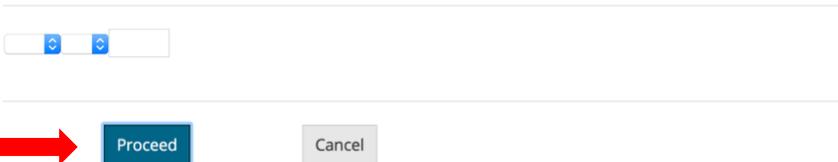
Step 4: Confirm date of birth and click "Proceed"

Welcome back! To confirm your identity, you must provide the following additional personal information:

Please confirm your date of birth:

Proceed   Cancel

Step 5: Choose I would like to "Enter My COVID-19 Vaccination Information"

Step 6: This will bring you to a screen where you will be able to confirm that they have uploaded and information.

If something was uploaded, the student has complied.
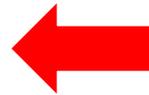
IF A STUDENT HAS NOT COMPLIED

If you do not see proof of compliance in myHealth, but the student has their vaccination card, they can upload it. If a student wants to file for an exemption (and participate in weekly testing), they can also do this in MyHealth.

Students not wishing to comply should kindly be guided to remote options for accessing your services (Zoom appointments/drop-ins, email, phone, chat, etc.) or to register for a remote course by contacting the relevant professor for a permission number.

Students inquiring about where they can be vaccinated can be referred to: https://together.sfsu.edu/vaccination. Please remind them that they will need to upload their proof of vaccine.