

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.

Search criteria fields:

- ID (begins with) []
- Campus ID (begins with) []
- National ID (begins with) []
- Last Name (begins with) []
- First Name (begins with) []

Case Sensitive

Buttons: Search, Clear, Basic Search, Save Search Criteria

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.

Navigation: Faculty Center | **Advisor Center** | Search

Links: My Advisees | **Student Center** | General Info | Transfer Credit | Academics

Advisee Student Center

Jane Doe

Academics

My Class Schedule
Shopping Cart
Degree Planner
Gator Scheduler

other academic... []

This Week's Schedule	
Class	Schedule
BUS 300GW-03 LEC (1491)	MoWe 12:30PM - 1:45PM Business Building 113
DS 412-04 LEC (1995)	Tu 9:30AM - 10:45AM Business Building 111

Holds & Alerts

- C19 Compliant-No Action Needed
- Gator Pass -No Action Required
- Gator Pass -No Action Required
- Balance due deferred by FA
- Student Financial Ferpa
- Fully Admitted

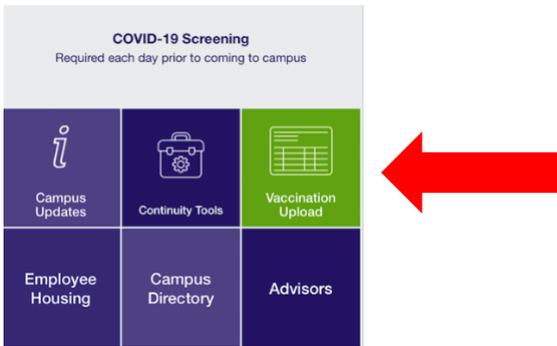
details ▶

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.

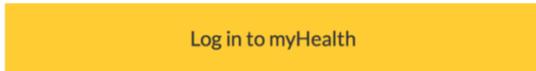
STEPS FOR VERIFYING COMPLIANCE USING MYHEALTH

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



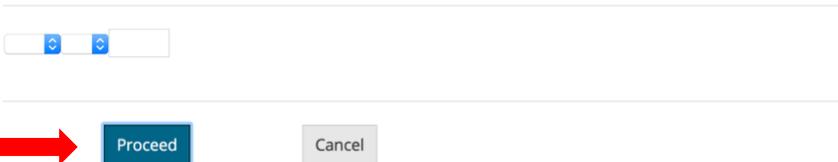
Step 3: Enter SF State ID and password



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:



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

I would like to...

Enter My COVID-19 Vaccination Information

View My COVID Test Results



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

COVID 19

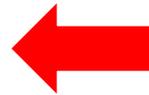


Add your COVID-19 immunization information below. To request an exemption visit [Downloadable Forms](#).

COVID-19 Vaccination Card Upload

Upload

Please upload a copy of your vaccination card



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.