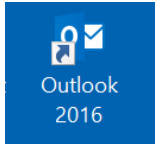
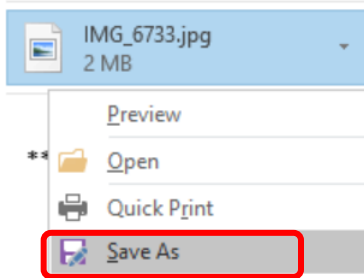


HOW TO UPLOAD THE COVID VACCINE CARD IMAGE FROM WORK COMPUTER

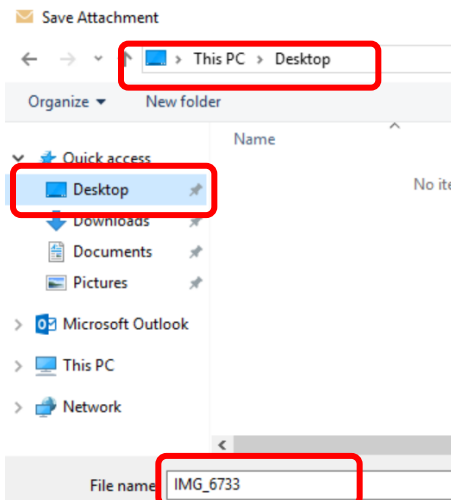
1. Using your cell phone, take a picture of the front side of your COVID Vaccine card, which includes the vaccination and booster information.
2. Send the image from your phone to your work email.
3. Ensure you are logged on to a UConn Health PC with your UConn Health username and password (**Please do not use the PCs in the exam and patient rooms**)
4. Double Click on Microsoft Outlook icon



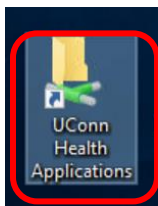
5. Open the email that contains the image.
6. **Right Click** on the image and click Save As



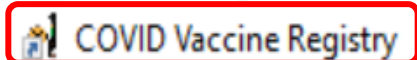
7. On the left hand side, Choose Desktop and save the image



8. If you do not see the image on the Desktop then you have missed the steps above
9. Go to UConn Health Applications Folder



10. Choose COVID Vaccine Registry icon



11. Login using your UConn Health username and password
12. Answer all your Vaccination or Booster questions
13. Upload the image by changing the location to "Desktop"

14. Logout from the website
15. If you have any technical problems uploading your vaccination card, please contact the UConn Health IT Service Desk at extension 4400.