

A photograph of a man and a young girl playing with hula hoops in a suburban neighborhood. The man, wearing a grey t-shirt and blue jeans, is in a dynamic pose, leaning forward with a blue hula hoop around his waist. The girl, wearing a green patterned shirt and light-colored pants, is also holding a blue hula hoop. They are on a sidewalk next to a grassy area. In the background, there are houses, trees, and a speed limit sign that says "MAXIMUM 40".

COVID-19 VACCINATION TRACKER IN WORKDAY

 SCHOLASTIC
LiveWell
Take Charge of Your Health

Enter your personal COVID-19 vaccination
information into Workday in 8 steps

VACCINATION TRACKER STEPS

1

Login to Workday

via the Workday link on the Access@Scholastic landing page.

2

Click on the cloud icon

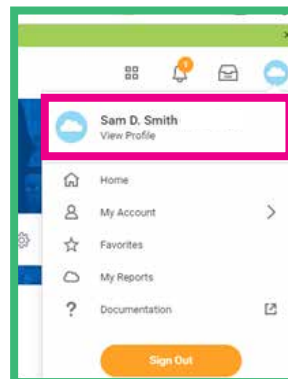
in the upper right corner. If you have updated your profile with a photo, the cloud will reflect the photo image.



3

Once you click on the cloud icon

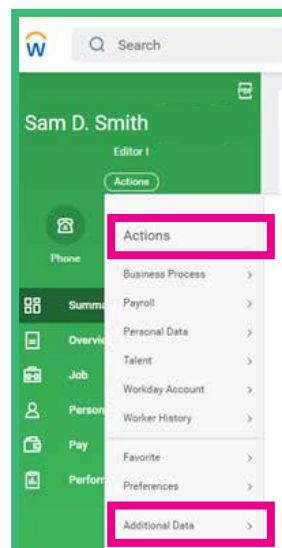
this drop-down menu will display. From here click on the View Profile button on the top of the menu.



4

From the profile page

click on the Actions button under your name in the left pane. From the Actions menu click on "Additional Data" at the bottom of the menu.



5

Once you click on the Additional Data link

you will arrive to the COVID-19 Vaccinations Page. Click on the Edit button.

View As Of 01/12/2022

Covid-19 Vaccinations

Date of First Dose (empty)

First Dose Manufacturer (empty)

First Dose Manufacturer Lot Number (empty)

Date of Second Dose 04/30/2021

Second Dose Manufacturer (empty)

Second Dose Manufacturer Lot Number (empty)

Date of Third Dose (empty)

Third Dose Manufacturer (empty)

Third Dose Manufacturer Lot Number (empty)

Date of Fourth Dose (empty)

Fourth Dose Manufacturer (empty)

Fourth Dose Manufacturer Lot Number (empty)

Date of Fifth Dose (empty)

Fifth Dose Manufacturer (empty)

Fifth Dose Manufacturer Lot Number (empty)

Edit

6

The COVID-19 Vaccinations Edit page

will be displayed, here you enter the date of each COVID-19 dose you have received. We have allowed for entry of up to 5 doses. Select the Vaccine Manufacturer from the drop down list in the Dose Manufacturer field. Enter the manufacturer lot number found on your vaccination card for each dose. Once done click the OK button on the bottom of the page.

- Available COVID-19 vaccine manufacturer options are Pfizer, Moderna, Johnson & Johnson or Other

Current Object: Covid-19 Vaccinations

Instructions

For each Covid-19 vaccine dose that you have received please enter the following: the date you received the dose, the vaccine manufacturer and the specific lot number in the "Lot" field. Enter the date you received each dose in your vaccine entry.

In the "Vaccine Manufacturer" field select the type of vaccine you received for that dose. If the vaccine type is not available in the drop down list select "Other".

In the "Manufacturer Lot Number" field enter the lot number for the dose from your vaccine card.

Covid-19 Vaccinations

Date of First Dose 04/30/2021

First Dose Manufacturer J. Pfizer

First Dose Manufacturer Lot Number 0184967

Date of Second Dose 04/30/2021

Second Dose Manufacturer J. Pfizer

Second Dose Manufacturer Lot Number 0184967

Date of Third Dose 06/05/2021

Third Dose Manufacturer

Third Dose Manufacturer Lot Number

Date of Fourth Dose 06/05/2021

Fourth Dose Manufacturer

Fourth Dose Manufacturer Lot Number

Date of Fifth Dose 06/05/2021

Fifth Dose Manufacturer

Fifth Dose Manufacturer Lot Number

OK

7

A confirmation page will be displayed.

Click the Done button.

Custom Object: Covid-19 Vaccinations

Instructions

For each Covid Vaccine Shot that you have received please enter the following: the date you received the shot, the vaccine manufacturer, and the specific lot number.

In the "Date" field, enter the date you received each dosage in your vaccine series.

In the "Vaccine Manufacturer" field, select the type of vaccine you received for that dose, if the manufacturer is not available in the drop-down list select "Other".

In the "Manufacturer Lot Number" field, enter the lot number for the dose from your vaccine card.

Covid-19 Vaccinations

Date of First Dose	03/30/2022
First Dose Manufacturer	Pfizer
First Dose Manufacturer Lot Number	EDjkkjaref
Date of Second Dose	04/30/2021
Second Dose Manufacturer	Pfizer
Second Dose Manufacturer Lot Number	ererdfer
Date of Third Dose	(empty)
Third Dose Manufacturer	(empty)

Done

8

Your COVID-19 vaccination information

has been saved. If you need to make a correction, click the Edit button and follow the instructions again.

View As Of: 01/12/2022

Covid-19 Vaccinations

Date of First Dose	03/30/2022
First Dose Manufacturer	Pfizer
First Dose Manufacturer Lot Number	EDjkkjaref
Date of Second Dose	04/30/2021
Second Dose Manufacturer	Pfizer
Second Dose Manufacturer Lot Number	ererdfer
Date of Third Dose	(empty)
Third Dose Manufacturer	(empty)
Third Dose Manufacturer Lot Number	(empty)
Date of Fourth Dose	(empty)
Fourth Dose Manufacturer	(empty)
Fourth Dose Manufacturer Lot Number	(empty)
Date of Fifth Dose	(empty)
Fifth Dose Manufacturer	(empty)
Fifth Dose Manufacturer Lot Number	(empty)

Edit