THE UNIVERSITY OF SOUTHERN MISSISSIPPI®

Vaccine Record Submission

November 1, 2021

Entering Vaccination Status – SOARHR Employee Self-Service

Log in to SOARHR!! Click here (https://soarhr.usm.edu) to sign into SOARHR.

1.	Within SOARHR, enter a W + your ID number. (W12345678)
2.	Enter your SOAR/SOARFIN/SOARHR password.
3.	Click the **Sign In** button.
4.	Click on the **Vaccinations** tile.
5.	Click the **Add Vaccination** button.
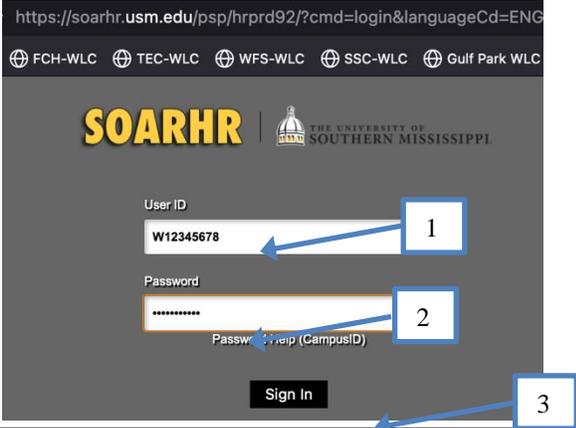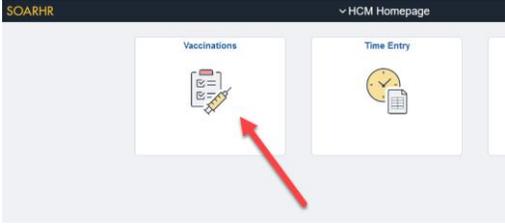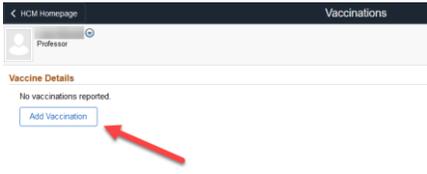
6.	Click the **Vaccine** dropdown and select COVID-19 from the list.
7.	Click the **Continue** button.
8.	Date: Fully vaccinated: Enter the date of your second dose. Partially vaccinated: Enter the date of your first dose. *Note: If fully vaccinated, you only need to enter the 2nd dose.*
9.	Manufacturer: Choose Johnson & Johnson, Moderna, or Pfizer. NOTE: This must match what's printed on your vaccination card.
10.	Dose: Fully vaccinated: Select 2. Partially vaccinated: Select 1. NOTE: If you selected the Johnson & Johnson manufacturer, this field will be grayed out.
11.	Lot Number: Enter the Lot Number found on your COVID-19 Vaccination Record Card, located below the Manufacturer Name.
12.	Location: If from Moffitt Health Center: Select **Workplace** from the drop-down list If not Moffitt Health Center: Select **Other** and enter the name & address of where you received your vaccine in the Address box.
13.	Comment: Use this box to provide any additional information to Human Resources if applicable (not required).
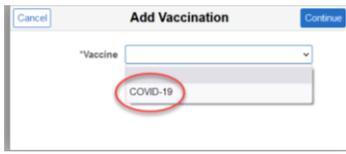
14.	Click the Add Attachment button.
	NOTE: <mark>The attachment is required</mark>. You must upload proof of vaccination before you can save your entry so you will need to have your documentation uploaded onto the device that you are using to complete the next step in the process. Refer to the FAQs on the HR website under the COVID-19 FAQs tab for a full list of acceptable documents.
	Vaccine Details Cancel Vaccine COVID-19 *Date 05/20/2021 Manufacturer Pfizer Dose 2 Lot Number EN 1234 Location Workplace Location Name Hattiesburg Address 118 College Drive Hattiesburg, MS 39406 Forrest Comments 100 characters remaining **Attachments** You have not added any Attachments. Add Attachment
15.	Click My Device button.
	Choose From My Device
16.	Select your documentation from its location on your device and then click the Upload button.
	File Attachment **Choose From** My Device Upload Clear Sample COVID-19 Card.docx File Size: 447KB
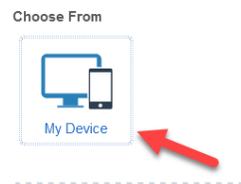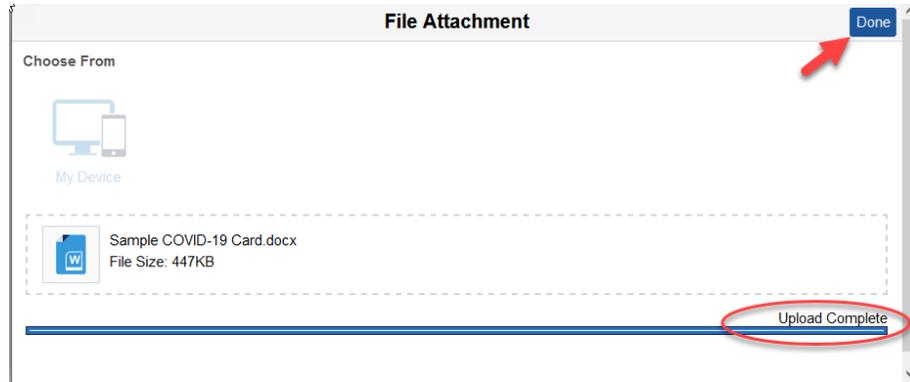
17.	Once the documentation is successfully uploaded, you will get an Upload Complete status message. Click the Done icon in the upper right corner.
18.	Review the Privacy Acknowledgement statement and the Certification Statement. Click the Certification check box and then click Save in the upper right corner. You will receive a confirmation email once your information has been submitted successfully to Human Resources. Human Resources will notify you if they need more information or if they have to decline the information you provide, so continue to check your email for notices until you are confirmed approved.