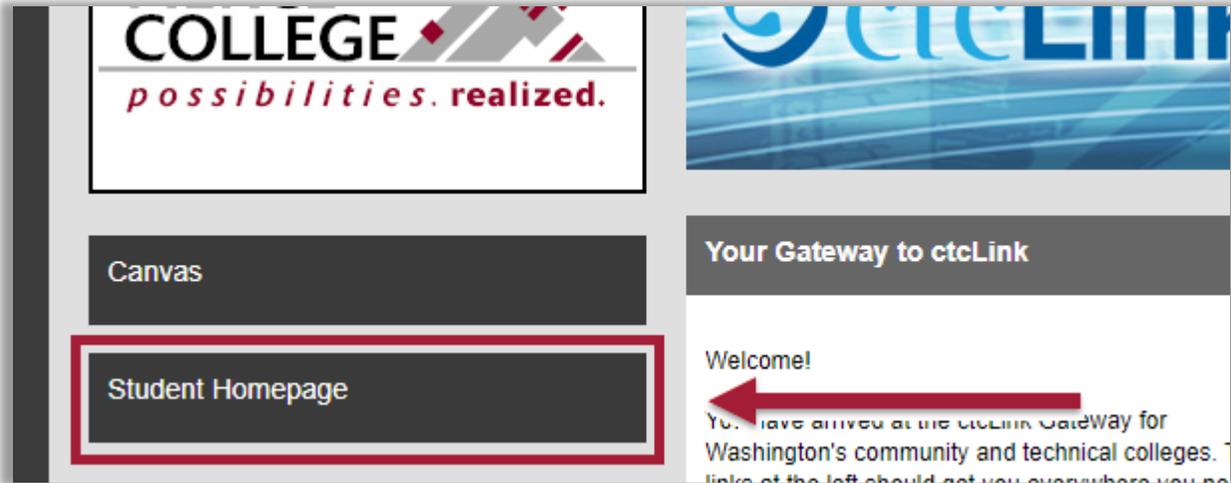


How to Complete the COVID-19 Vaccination Attestation

This guide will show you how to fill out the COVID-19 Vaccination Attestation in ctcLink.

- First [log in to ctcLink](#) and go to the **ctcLink Student Homepage**.



- Click on the **Immunization Attestation** tile.



- On the drop down menu under **Immunization**, choose the vaccine that you have received, or choose the medical or religion exemption options.
 - If you have received a vaccine that involves multiple doses, you will enter each dose in a separate row. Start by selecting the 1st dose option.

The screenshot shows the 'Immunization Attestation' form. The title is 'COVID-19 Vaccination Attestation'. Below the title is a field for 'Your Name'. Under the 'Vaccination Details' section, there is a table with two columns: '*Immunization' and 'Date Taken'. The '*Immunization' dropdown menu is open, showing options: 'Johnson & Johnson / Janssen', 'Exemption - Medical', 'Exemption - Religious', 'Johnson & Johnson / Janssen', 'Moderna - 1st dose' (highlighted in blue), 'Moderna - 2nd dose', 'Other COVID-19 Vaccine', 'Pfizer-BioNTech - 1st dose', and 'Pfizer-BioNTech - 2nd dose'. A red arrow points to the 'Moderna - 1st dose' option. The 'Date Taken' field contains '05/25/2021' and has a calendar icon and '+' and '-' buttons. A red arrow points to the date field.

- Then enter the date you received this dose of the vaccine. Note: this cannot be a future date.

The screenshot shows the 'Immunization Attestation' form. The title is 'COVID-19 Vaccination Attestation'. Below the title is a field for 'Your Name'. Under the 'Vaccination Details' section, there is a table with two columns: '*Immunization' and 'Date Taken'. The '*Immunization' dropdown menu is closed, showing 'Moderna - 1st dose'. The 'Date Taken' field contains '05/25/2021' and has a calendar icon and '+' and '-' buttons. A red box highlights the 'Date Taken' field, and a red arrow points to it.

- If you have received multiple doses of a vaccine, then click the “+” icon to add an additional row.

The screenshot shows the 'ctcLink Student Homepage' with the title 'COVID-19 Vaccination Attestation'. Below the title is a 'Your Name' field and a 'Vaccination Details' section. A table with two columns, '*Immunization' and 'Date Taken', is displayed. The first row contains 'Moderna - 1st dose' and '05/25/2021'. To the right of the date is a calendar icon, a '+' icon (highlighted with a red box), and a '-' icon. A red arrow points to the '+' icon. Below this row is an empty row with a dropdown menu, a date field, and '+' and '-' icons.

- Then select the subsequent dose of your vaccine, and the date you received this dose.

The screenshot shows the same 'COVID-19 Vaccination Attestation' form. The table now has two rows. The first row is 'Moderna - 1st dose' on '05/25/2021'. The second row is 'Moderna - 2nd dose' on '07/14/2021'. The second row is highlighted with a red box. Each row has a calendar icon, a '+' icon, and a '-' icon to its right.

- Then complete the **Self Attestation** and **Disciplinary Action** fields by clicking the sliders to display, “Yes, I Agree.”

Self Attestation

I declare that the information I have provided is accurate and true, and I acknowledge that it may be subject to further verification.

Yes I Agree

Disciplinary Action

I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action.

Yes I Agree

- Finally click Submit.



- That’s it! You will see a banner at the top of the page saying, “Immunization Attestation is submitted successfully.”