

# Vaccine Exemption Request Submission Guide

## Submit from a workstation

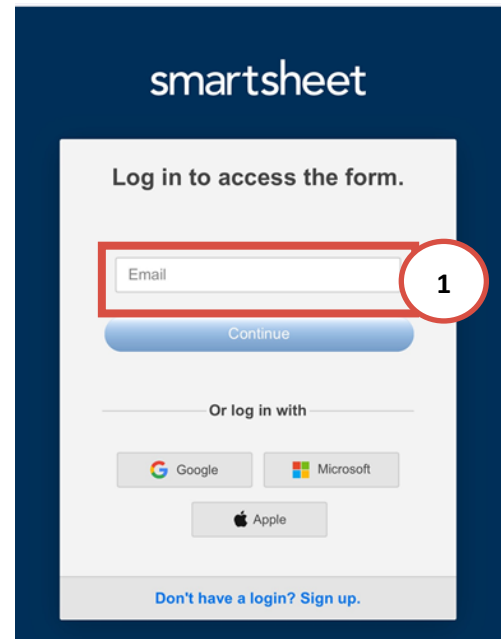
Access the [www.connecticutchildrens.org/staffvaccines](http://www.connecticutchildrens.org/staffvaccines) website to find the link to submit your Request for Exemption from the Influenza or COVID-19 vaccine requirement or click on the link below.

### [Submit your Request for Exemption from the Influenza Vaccine Requirement](#)

If you are already logged into the CT Children's network with your own credentials (not with a shared account), skip to Step 5.

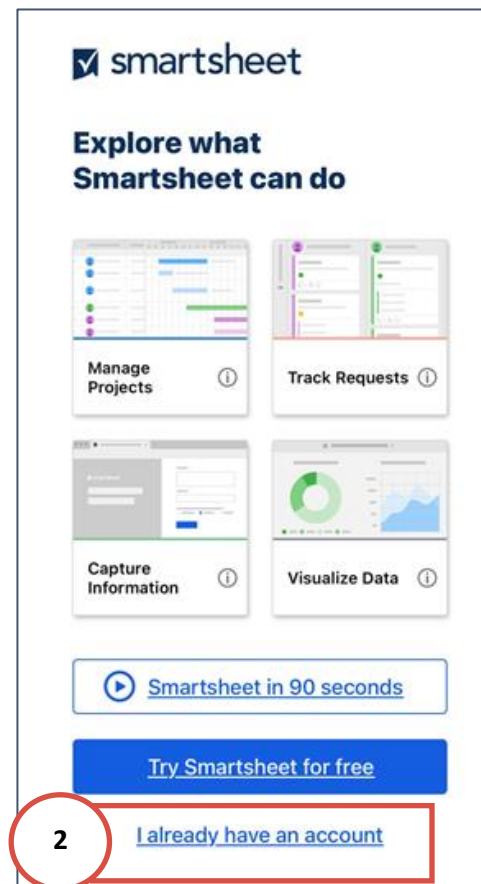
If your next screen shows the image to the right,

1. Enter your email address, with which you log into the CT Children's network and CONTINUE

The image shows the SmartSheet login interface. At the top, the 'smartsheet' logo is displayed. Below it, the text 'Log in to access the form.' is centered. There is an 'Email' input field, which is highlighted with a red rectangle and a red circle containing the number '1'. Below the input field is a blue 'Continue' button. Further down, the text 'Or log in with' is centered, followed by three buttons: 'Google', 'Microsoft', and 'Apple'. At the bottom, there is a link that says 'Don't have a login? Sign up.'

If your next screen shows the image to the right,

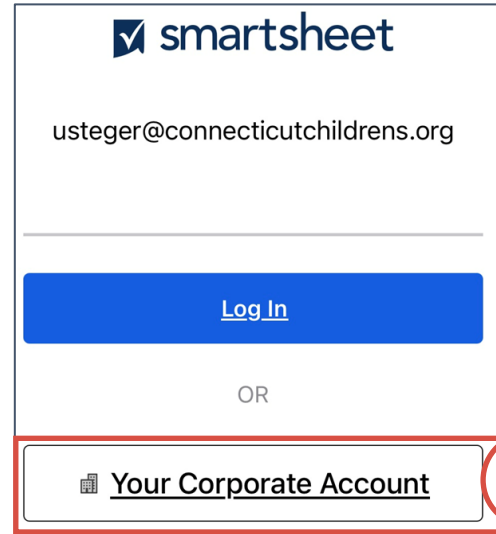
2. Click on **I already have an account**

The image shows the SmartSheet onboarding screen. At the top, the 'smartsheet' logo is displayed. Below it, the text 'Explore what Smartsheet can do' is centered. There are four tiles showing different features: 'Manage Projects', 'Track Requests', 'Capture Information', and 'Visualize Data'. Below these tiles is a button that says 'Smartsheet in 90 seconds'. At the bottom, there is a blue button that says 'Try Smartsheet for free' and a red rectangle containing the text 'I already have an account', which is also circled in red with a red circle containing the number '2'.

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- Click on **Your Corporate or Your Company Account** (no need to enter email address and password)



The Smartsheet login screen displays the Smartsheet logo at the top. Below the logo, the email address 'usteger@connecticutchildrens.org' is entered. A blue 'Log In' button is visible. Below the button, the text 'OR' is centered. At the bottom, a red box highlights the link 'Your Corporate Account' with a red circle containing the number 3 next to it.

- Enter **ccmc\your username** (e.g. ccmc\Atest) and your CT Children's network password and **Sign In**



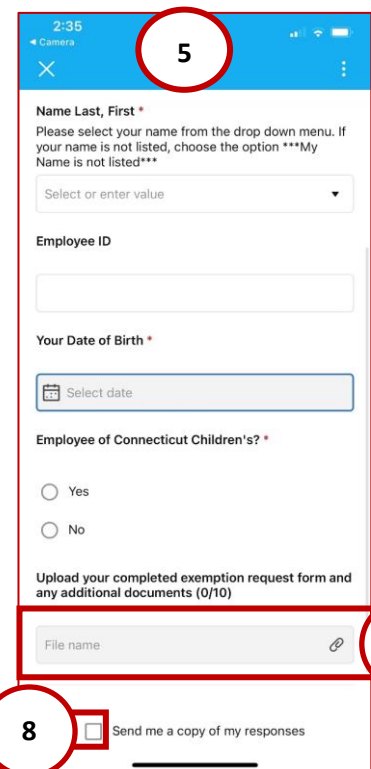
The Connecticut Children's login screen features the Connecticut Children's logo at the top. Below the logo, the text 'Please log in using your network ID.' is displayed. A red box highlights the login fields: a text box containing 'ccmc\Atest' and a password box with masked characters. Below these fields is a blue 'Sign in' button. A red circle containing the number 4 is positioned to the right of the login fields.

The Vaccine Exemption Request Form opens.

- Fill out the **Smartsheet Exemption Request Form**.
- To attach your completed Connecticut Children's Request for Medical or Religious Exemption (pdf), click on **File Name**
- Click on **Choose from Photo** or **Attach a File** (if saved on your device) or **Take Photo** (in real time) to upload your **Request for Exemption (pdf)** and follow the prompts
- Check off **Send me a copy of my responses** and then click **Submit**.

This ensures you receive a copy of your submission, including the file name of the attached document for your records.

You will receive an automated confirmation email that your submission was sent.



The Vaccine Exemption Request Form is displayed on a mobile device. The form includes the following fields and options: 'Name Last, First \*' with a dropdown menu; 'Employee ID' with a text box; 'Your Date of Birth \*' with a date picker; 'Employee of Connecticut Children's? \*' with radio buttons for 'Yes' and 'No'; and 'Upload your completed exemption request form and any additional documents (0/10)' with a file name field. A red box highlights the 'File Name' field, and a red circle containing the number 6 is positioned to its right. At the bottom, a red box highlights the 'Send me a copy of my responses' checkbox, and a red circle containing the number 8 is positioned to its left. A red circle containing the number 5 is positioned at the top right of the form.