

Submit your document of record via Smartsheet

From a workstation

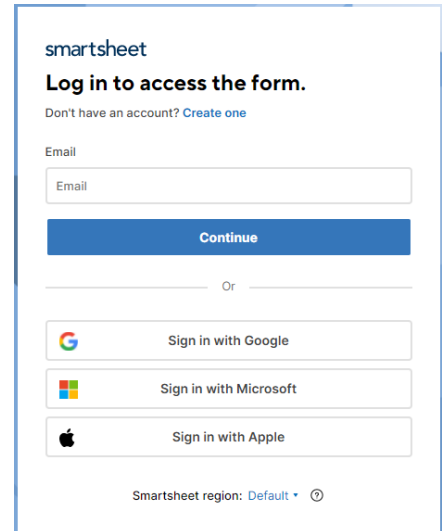
Access the www.connecticutchildrens.org/staffvaccines website to find the link to submit your Proof of Vaccination or click on the link below.

Submit your Proof of Vaccination

Submit your Exemption Request

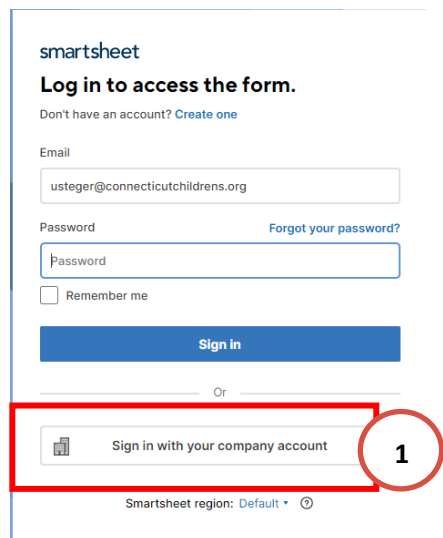
If you are already logged into the CT Children's network with your own credentials (not with a shared account), skip to Step 3

If you see this window, enter your email address and click on **Continue**



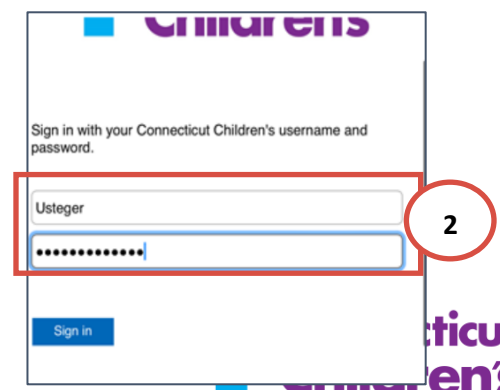
The screenshot shows the Smartsheet login interface. At the top, it says 'smartsheet' and 'Log in to access the form.' Below this is a link 'Don't have an account? Create one'. There is an 'Email' input field with a placeholder 'Email' and a blue 'Continue' button. Below the button is an 'Or' separator. There are three social login buttons: 'Sign in with Google', 'Sign in with Microsoft', and 'Sign in with Apple'. At the bottom, it says 'Smartsheet region: Default' with a dropdown arrow and a help icon.

1. Click on **Sign in with your company account** (no need to enter your password, we have Single Sign On enabled)



The screenshot shows the Smartsheet login interface. It has the same header as the previous screen. Below the 'Email' field, there is a 'Password' field and a 'Forgot your password?' link. There is a 'Remember me' checkbox. A blue 'Sign in' button is present. Below the button is an 'Or' separator. A red box highlights the 'Sign in with your company account' option, which is marked with a red circle containing the number '1'. At the bottom, it says 'Smartsheet region: Default' with a dropdown arrow and a help icon.

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



The screenshot shows the CT Children's login interface. It has the CT Children's logo at the top. Below the logo, it says 'Sign in with your Connecticut Children's username and password.' There are two input fields: one for the username (containing 'Usteger') and one for the password (containing dots). A blue 'Sign in' button is at the bottom. A red box highlights the 'Sign in' button, which is marked with a red circle containing the number '2'.

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The previously selected *Smartsheet Form* opens.

3. Complete all required fields.
4. Click on **browse files** to upload your **Document**
5. **Attest** that the information provided is accurate
6. Check off **Send me a copy of my responses**

This ensures you receive a copy of your submitted attached document for your records.

You will receive a confirmation email that your submission

Did you get your flu shot Internally (at a Connecticut Children's site) or externally? *

☐ Internally ☐ Externally

Please choose your name from the list below. If your name is not listed, please select "My Name is not listed." *

Select ▼

Does your name on your vaccination document match the name selected above? *

☐ Yes ☐ No

Date of Birth *

(MM/DD/YYYY)

Are you an Employee of Connecticut Children's? *

☐ Yes ☐ No

Your Department *

Who do you report to? *

Upload your proof of vaccination here. *

Please note, your proof of vaccination must include the date and site of administration, brand of the vaccine and Lot Number of the vaccine. A receipt or prescription will not be accepted.

Drag and drop files here or [browse files](#)

Attestation *

☐ I attest that the information in the document above is correct. I understand that clicking "Submit" will electronically sign the form and that signing this form electronically is the equivalent of signing a physical document.

☐ Send me a copy of my responses

Submit

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