

Proof of Immunization Submission Guide

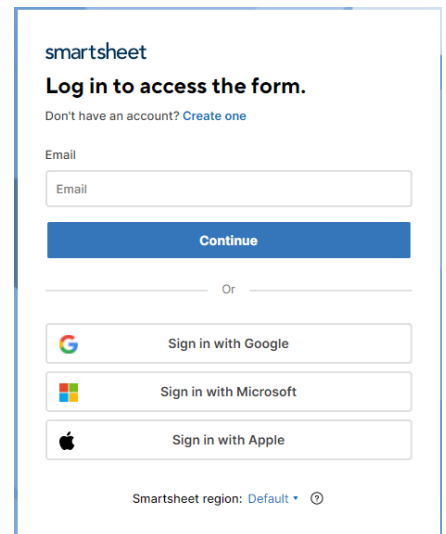
Submit from a desktop or laptop (outside of CT Children's Network)

From a Computer outside of the CT Children's Network

If you are not logged into the CT Children's network

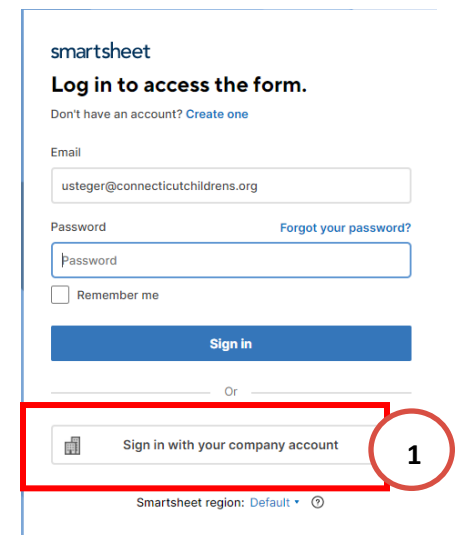
Click on the [Submit Your Proof of Immunization](#) link
(You will be prompted to log into Smartsheet)

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



The image shows the Smartsheet login interface. At the top, it says "smartsheet" and "Log in to access the form." Below that, there is a link "Don't have an account? Create one". An "Email" input field is present with the placeholder text "Email". A blue "Continue" button is located below the email field. Underneath the "Continue" button, there is an "Or" separator. Below the separator, there are three social login options: "Sign in with Google", "Sign in with Microsoft", and "Sign in with Apple". At the bottom, it says "Smartsheet region: Default" with a refresh icon.

1. Click on **Your Company Account** (no need to enter your password)



The image shows the Smartsheet login interface with the email field filled with "usteger@connecticutchildrens.org" and the password field filled with "Password". A "Remember me" checkbox is present. A blue "Sign in" button is located below the password field. Underneath the "Sign in" button, there is an "Or" separator. Below the separator, the "Sign in with your company account" option is highlighted with a red box. A red circle with the number "1" is placed next to this option. At the bottom, it says "Smartsheet region: Default" with a refresh icon.

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

Windows Security

Sign in to access this site

Authorization required by https://sso.connecticutchildrens.org

ccmc\usteger

Domain: ccmc

[Password Self-Service](#)

[More choices](#)

OK Cancel

The *Smartsheet Proof of Vaccination 2021/2022 Form* opens.

3. **Select the vaccine** for which you are submitting your proof.

Complete all required fields.

4. Click on **browse files** to upload your **Proof of Immunization**.
5. **Attest** that the information provided is accurate.
6. 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 a confirmation email that your submission was sent.

Please submit your proof of vaccination for COVID and Influenza separately. One submission for each.

Please select for which vaccine you are submitting your proof *

COVID Booster Shot

COVID Vaccine (1st and 2nd dose for Pfizer/ Moderna OR single dose for J&J)

Influenza Vaccine

None of the above - I am a new hire and not yet eligible for the COVID booster

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

Select

Date of Birth *
(MM/DD/YYYY)

Are you an Employee of Connecticut Children's? *

Yes No

Your Department *

Who do you report to? *
Select or enter value

Upload your proof of vaccination here. *

If you are submitting proof of your booster shot, please ensure that your document includes the date and site of administration, brand of the vaccine and Lot Number of the vaccine booster.

If you are submitting proof for your initial Johnson & Johnson vaccine, please provide proof for one dose received. If you are submitting proof for your initial Pfizer or Moderna vaccine, you need to submit proof for both doses.

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