How to Submit the Vaccine Attestation Form for Students and Employees

Brady Hogan - 2025-03-26 - Comments (0) - COVID-19 Information

SOU issued a requirement this spring that students and staff must receive the COVID vaccine (with limited exemptions) and boosters in order to participate with in-person classrooms and other experiences in the fall. **We are requiring students to complete the form attesting to their vaccination status as soon as possible to help us in fall planning.**

We are concerned that without enough vaccinated students, we may need to limit some in-person classroom and other experiences. **It's up to you** to get vaccinated and ensure the safest learning environment for you, your fellow students and the SOU community.

If you have not yet received your vaccination, please do so immediately. Check Jackson County's website (or your specific county's public health website) for information about COVID vaccines and locations.

Students

If you are a student, login to your **MyHealth Portal** to begin the process. If you are having issues with the link, you can login into your **Inside SOU account,** locate the blue box on the right-hand side of the screen titled **Online Services** and click on the **Health Portal (MyHealth)** link.

Online Services

- AIMS (Accommodation Request)
- ALEKS
- Banner Admin
- Banner Self Service
  - Personal Information
  - Student Profile
  - Billing Account
  - Final Grades
  - Financial Aid
  - Pay Your Bill
  - Registration & Planning
  - Student Employment
- Bookstore
- Box
- Degree Works for Students
- Email
- Gartner Research
- Google Calendar
- Google Drive
- Handshake for Students
- Health Portal (MyHealth)
- Housing Portal & Applications
- IT Knowledgebase and Support
- Meeting Room Scheduling (EMS)
- Moodle
- Navigate Student
- Office 365

You will be prompted to login in again with your SOU username and password.

User Name   Password   &Login

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Welcome to Southern Oregon University Health Center's MyHealth Patient Portal

You may login using your SOU UserName and Password. Once logged in you will have access to online services such as:

Click on the **Upload Tab**. Choose the document that you are uploading, **COVID Vaccine Documentation.** Choose the image file you want to upload.

If you did it correctly, if you go to the **Forms** tab, you should see a string of text that says **COVID Vaccine Attestation** and the date it was completed as pictured below. If it is not there, you may need to wait a couple of minutes and/or refresh the page.

Employees

If you are an employee, you will need to fill out two forms. One is an Attestation Form and the other is a Proof of Vaccination picture. Start by clicking **here** to be taken to forms page.

Click on the Attestation Form and fill out the form with all the information requested.

If you have been vaccinated, be sure to click on the link to submit a picture of your vaccination card. You can also hand-deliver it to Human Resources at Churchill Hall, Room 159 (1250 Siskiyou Boulevard, Ashland, OR 97520).

Second Dose Date *

MM/DD/YYYY

Have you already provided proof of vaccination to HR/SHWC? *

○ Yes   ○ No

Proof of vaccine through the attestation certification process is strongly encouraged if not already provided to HR/SHWC. Proof of vaccination is required if the vaccine was received outside of the state of Oregon. Employees, students, volunteers, and affiliates attesting to receiving the vaccine who do not submit proof of vaccine will be subject to random audits of the Oregon Health Authority database.

Please upload a picture of your COVID-19 Vaccination Card to the SOU Human Resources Secure Inbox, copy and paste https://sou.app.box.com/f/29f64b2dc4314f2193b32d15604643a4 into your browser, or hand-deliver it to Human Resources at Churchill Hall, Room 159 (1250 Siskiyou Boulevard, Ashland, Oregon 97520).

[NOTE: If an error occurs upon upload, please clear your local cache. Chrome users can click on the three vertical dots (upper right corner of the address bar); choose settings; on the left, choose "Privacy and Security"; on the right, choose "Clear Browsing Data"; choose "Advanced", set the Time Range to "All Time", and select "Clear Data"]

Select the file you would like to upload.

Welcome to SOU HR's Secure Inbox Folder

To ensure accuracy, please rename your file(s) to include your last name (lastname_mydocumentname.pdf).

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File description *

Add additional information

Upload files *

Drag and drop files

Select Files

Your email address **perkinsg@sou.edu** will be recorded when you submit (log out).

Submit

Errors

If you are receiving an ERROR uploading with logging into the MyHealth Portal OR uploading an image of your vaccination card, try opening an incognito browser and trying it on this browser. If you are using Chrome, you can click **here** for some instructions on how to open one. If you are using a different type of browser, you can search online how to open an incognito window for your particular browser.

If you run into any issues with this process, please contact the IT Help Desk at 541-552-6900.