



# How to Submit Your Record of COVID-19 Vaccination

1. On the TCNJ Today site, click the **Oracle Cloud** icon.

The screenshot shows the top navigation bar of the TCNJ Today website. On the left, it says "TCNJ THE COLLEGE OF NEW JERSEY". On the right, there are links for "APPLY VISIT GIVE | ALUMNI PARENTS OFFICES TCNJ TODAY". Below this is a yellow bar with several icons: Google Apps, Canvas, PAWS, YESS, Oracle Cloud (circled in red with an arrow), Taleo, Virtual Lab, Account, Roar, and Learning. Below the yellow bar is the "TCNJ Today" logo and a search bar with "A-Z Directory" links. At the bottom of the navigation bar are links for HOME, ABOUT, ACADEMICS, ADMISSIONS, ATHLETICS, CAMPUS LIFE, LIBRARY, RESOURCES, and EVENTS.

2. Enter your **username** and **password**.

The screenshot shows the "TCNJ Single Sign-On Web Application Portal" login page. It has a header with "TCNJ Single Sign-On Web Application Portal" and a sub-header "Sign in to use available applications". The main content area is titled "Enter your TCNJ credentials" and contains a login form with a username field (containing "woodski"), a password field (with masked characters), and a "Sign in" button. The entire login form is circled in red. Below the form, there is a security notice: "Keep your personal information secure. Sign out and close your browser when you are finished." and a link: "Get sign in support: IT Help Desk".



3. On the left side of the screen, click the **Document Records** icon.

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Good morning, Kimberly Woods!

Me My Team My Client Groups Benefits Administration Receivables General Accounting Budgetary Control

QUICK ACTIONS

- Personal Details
- Document Records**
- Identification Info
- Contact Info
- Family and Emergency Contacts

APPS

- Directory
- Pay
- Time and Absences
- Career and Performance
- Personal Information
- Benefits
- Roles and Delegations

4. On the right side of the screen, click **+Add**.

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Document Records  
Kimberly Woods

+ Add

Search by type, name, or number Show Filters Exclude Payroll Expired

Sort By Last Updated - Descend

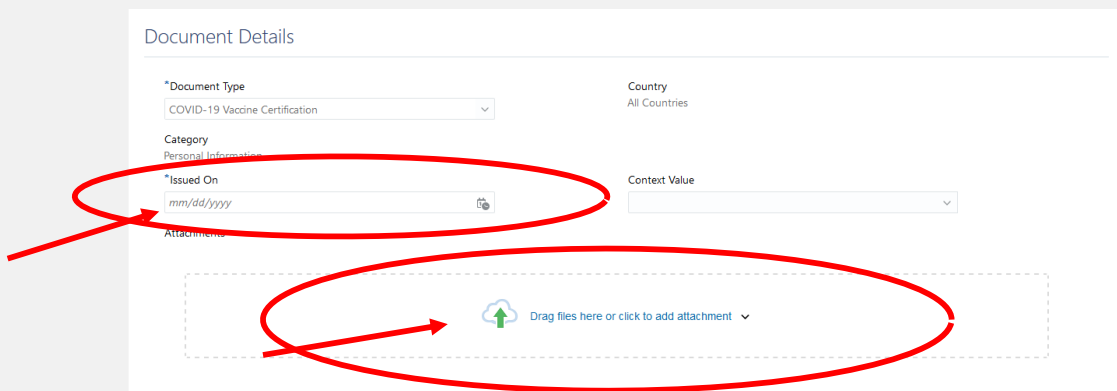
Document Type	Last Updated Date	
Health Insurance	04/19/2021	69
Category		
Benefits		



5. Click the **\*Document Type – Select a value** downward arrow to locate **COVID-19 Vaccine Certification**.
6. Select **COVID-19 Vaccine Certification**.



6. Enter the **\*Issued On Date**.
7. Upload a photo of the vaccination card.
8. On the right side of the screen, click Submit.



9. Once submitted, your COVID-19 vaccination record will be reviewed by a member of the HR department. If there is any follow up required with regard to your document, you will be notified.