



How to Submit COVID-19 Records

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" sign-in page. At the top, it says "Sign in to use available applications". Below this is a form titled "Enter your TCNJ credentials" with two input fields: one for the username "woodski" and one for the password (masked with dots). A "Sign in" button is below the password field. The entire sign-in 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.

TCNJ Oracle Cloud

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**.

TCNJ Oracle Cloud

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 the record type you will upload.
6. Select the record type you will upload.

Document Details

*Document Type

Select a value

COVID-19 Medical Exemption	Personal Information
COVID-19 Religious Exemption	Personal Information
COVID-19 Vaccine Certification	Personal Information
Card or ID	Payroll
Company Car	Payroll
Compensation Notification	Employment

6. Enter the ***Issued On** Date which is the date you upload the document.
7. Upload the document. **If you are requesting a medical exemption you must attach the TCNJ COVID-19 Vaccine Medical Exemption Form.**
8. On the right side of the screen, click Submit.

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Add Document
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Document Details

*Document Type
Vaccination Exemption Request - Religious

Category
Personal Information

Country
All Countries

Description
Vaccination Exemption Request - Religious

*Issued On
mm/dd/yyyy

Context Value

Attachments

Drag files here or click to add attachment

Submit Cancel

9. Notify HR at covid-documentation-group@tcnj.edu that you have submitted an exemption request.
10. Your request will be evaluated, a determination will be made and you will be notified of the decision.