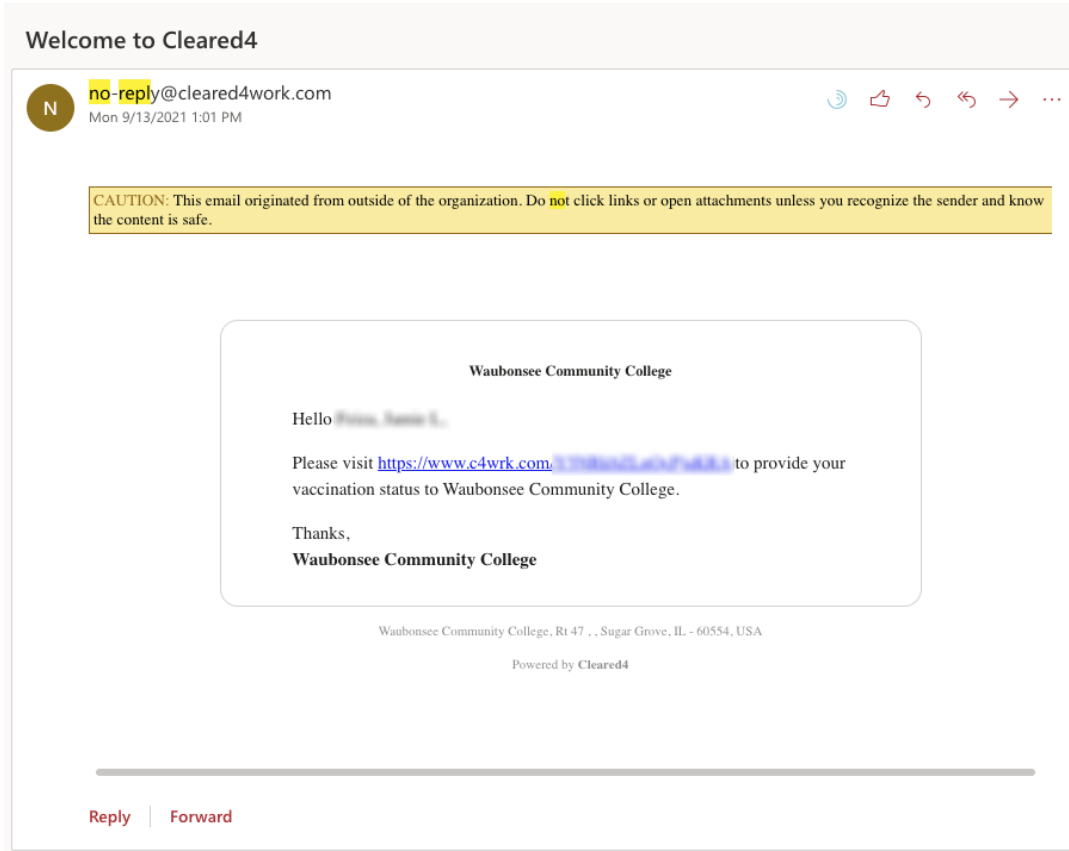


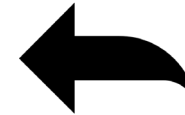
Waubonsee's Step-by-Step Cleared4 Portal Instructions

To Access Waubonsee's Vaccination Portal

Step 1: Locate a link on 9/23/21 from our third-party vendor, Cleared4 to your Waubonsee email account from no-reply@cleared4work.com or via text.



Step 2: Click on the link in the email to provide your vaccination status.

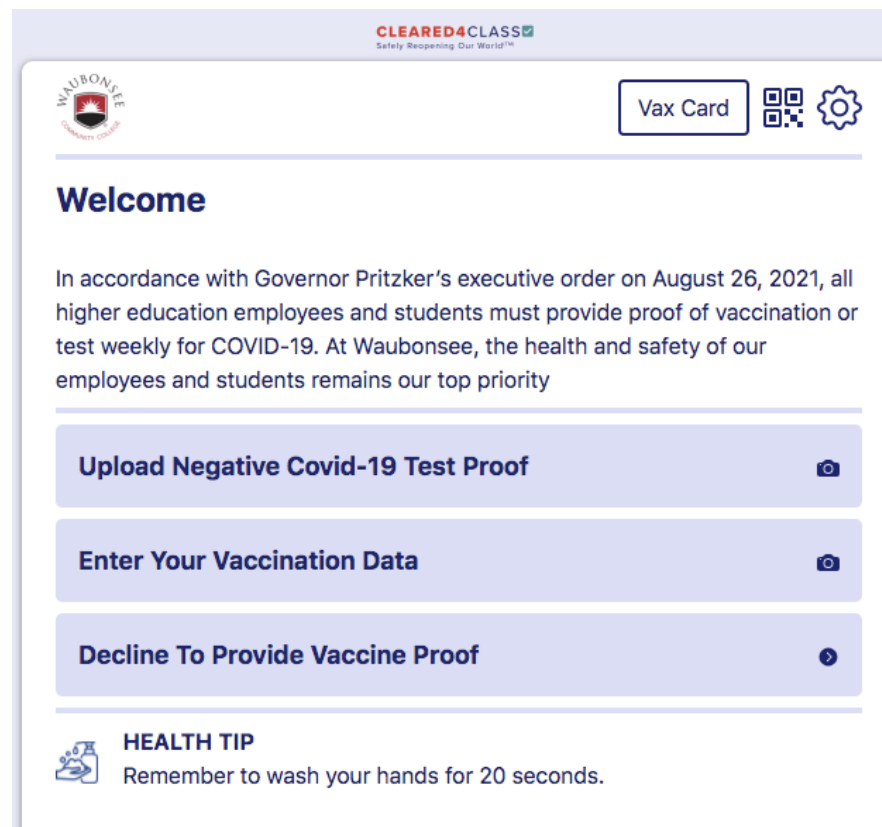


If you run into any technical issues with the portal, please contact Technical Assistance (TAC) for help at tac@waubonsee.edu or (630) 466-4357.

Waubonsee's Step-by-Step Cleared4 Portal Instructions

Step 3: Choose one of two options: **Enter your Vaccination Data** or **Decline to Provide Vaccine Proof**

⊘ (Note: The third option, Upload Negative Covid-19 Test Proof does not apply to the majority of students and employees at this time).



The screenshot shows the 'Cleared4Class' portal interface. At the top, it features the 'CLEARED4CLASS' logo with the tagline 'Safely Reopening Our World™'. Below the logo is the Waubonsee Community College logo and a 'Vax Card' button with QR code and settings icons. The main content area is titled 'Welcome' and contains a paragraph explaining the requirement for vaccination or weekly COVID-19 testing. Below this are three buttons: 'Upload Negative Covid-19 Test Proof' (with a camera icon), 'Enter Your Vaccination Data' (with a camera icon), and 'Decline To Provide Vaccine Proof' (with a right-pointing arrow icon). At the bottom, there is a 'HEALTH TIP' section with a hand-washing icon and the text 'Remember to wash your hands for 20 seconds.'

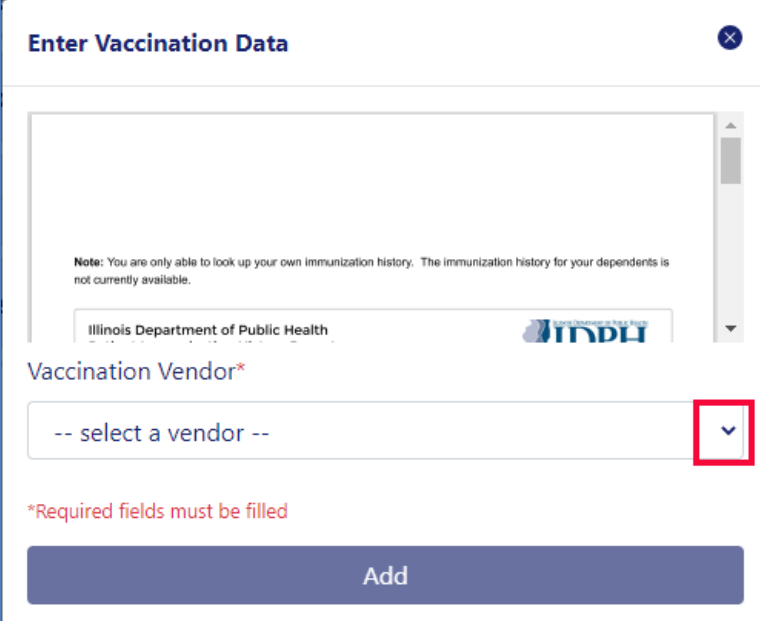
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Waubonsee's Step-by-Step Cleared4 Portal Instructions

Follow these steps **To Enter Your Vaccination Data**

Step 1: Click on the **Enter Your Vaccination Data** option. Make sure you have a digital copy of your COVID-19 vaccination card ready to upload.

Step 2: Once your vaccination card is uploaded you will be prompted to select the Vaccination Vendor from a drop-down box. (Example: Moderna, Pfizer, Johnson & Johnson). Click **Add** when complete.



The screenshot shows a web form titled "Enter Vaccination Data". At the top right of the form is a close button (an 'x' in a circle). Below the title is a large empty rectangular area. A note is displayed: "Note: You are only able to look up your own immunization history. The immunization history for your dependents is not currently available." Below the note is a header for the "Illinois Department of Public Health" with the IDPH logo. The main section is labeled "Vaccination Vendor*" and contains a dropdown menu with the text "-- select a vendor --". A red square highlights the downward-pointing arrow of the dropdown menu. Below the dropdown is a red asterisk note: "*Required fields must be filled". At the bottom of the form is a blue "Add" button.

Step 3: Enter the dates you received the vaccination(s). Click **Add** when complete. (**Note:** If the vendor is Johnson & Johnson, the system will only prompt for one vaccination date to be entered.)

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Waubonsee's Step-by-Step Cleared4 Portal Instructions

Illinois Department of Public Health

Vaccination Vendor*

Pfizer

Vaccination date* Dose*

mm/dd/yyyy 1

Vaccination date Dose

mm/dd/yyyy 2

*Required fields must be filled

Add

Note: You are only able to look up your own immunization history. The immunization history for your dependents is not currently available.

Illinois Department of Public Health

Vaccination Vendor*

Johnson & Johnson

Vaccination date* Dose*

mm/dd/yyyy 1

*Required fields must be filled

Add

A confirmation dialogue box will display, letting you know your vaccination data has been **Submitted Successfully**. You will also be able to view your vax card from the portal.

Submitted Successfully

Your documents will be reviewed and your vaccine verification status will be verified. You will be notified through SMS and/or email.

OK

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Waubonsee's Step-by-Step Cleared4 Portal Instructions

Follow these steps to **Decline to Provide Vaccine Proof**

Step 1: Click on the **Decline to Provide Vaccine Proof** option.

Step 2: Select a reason from the Vaccination Decline Confirmation check box. Click the **Decline** button once a selection has been made.

Vaccination Decline Confirmation

Declining to provide your vaccination status, means you will have to test for COVID-19 on a weekly basis. For more information on testing options, please visit www.waubonsee.edu/covid19 .

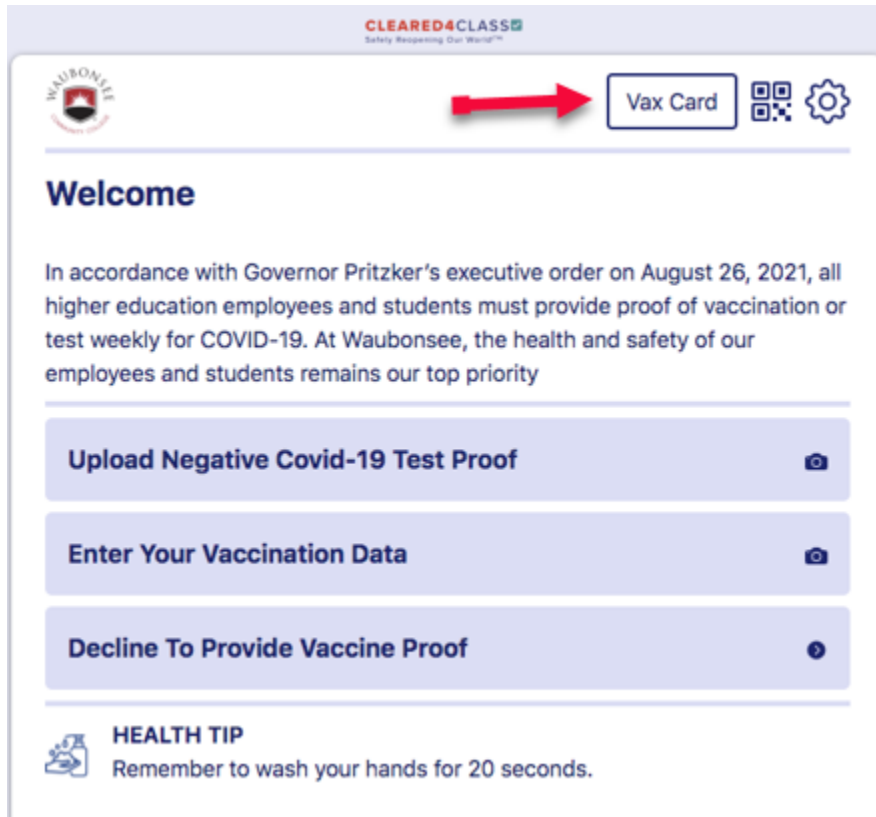
Medical Reasons
 Religious Reasons
 Personal Reasons

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Waubonsee's Step-by-Step Cleared4 Portal Instructions

To View Your Vaccination Card

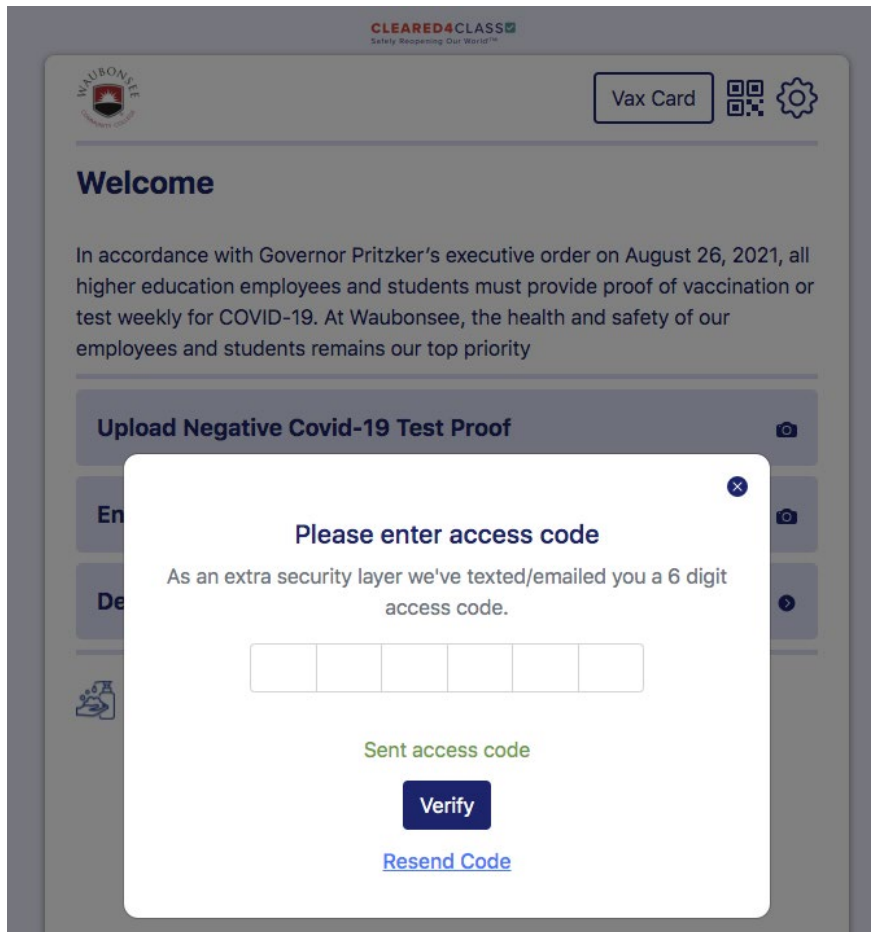
Step 1: Click on the upper right-hand “Vax Card” button.



Step 2: You will receive an access code via text/email prompting you to verify your identity. Enter the code, click Verify and your vac card will display.

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Waubonsee's Step-by-Step Cleared4 Portal Instructions



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