

COVID-19 Vaccination Requirement

If you are planning to be **on campus for any purpose** – you **must have received your vaccination and booster** against COVID-19.

Below are instructions for employees to provide Proof of Vaccination and/or Booster or to submit a Request for Medical Exemption.

Please remember:

- While the county strongly recommends masking indoors, the district will continue to require the wearing of face masks indoors for classes and public-facing services through May 6.
- Cleaning and sanitizing processes are in place.
- Hand-washing and using hand sanitizer, as provided, is strongly advised.

Employees

1. Access [MyPortal](https://myportal.fhda.edu) (myportal.fhda.edu)

The screenshot shows the MyPortal login interface. At the top, there are logos for Foothill College, DeAnza College, and the Foothill-DeAnza Community College District. Below the logos is a 'Secure Login' section with fields for 'Campuswide ID:' and 'Password:'. To the right of these fields, there is a message: 'MyPortal is your secure gateway to a variety of online services provided to Foothill-DeAnza Community College District students and employees. Get connected and explore!'. Below this message, there are links for 'What is my campuswide ID?', 'I don't know my password.', and 'MyPortal has a new look! Click here to see what is new before you log in.'. There is also a 'PRIVACY' icon and a link to 'Make sure you read this privacy alert notice before logging in to MyPortal.'. At the bottom left, there is a 'What's Inside?' section with a list of links: Academic Records, Account Balances, Class Rosters, Financial Aid Status, Grades, Library Resources, Personalized Announcements, Placement Test Results, Registration Tools, Student Parking Permits, and Transcripts and more! At the bottom right, there is a 'First Time Logging In?' section with a link to 'See the First-time Login Guide for step-by-step instructions on setting up your account.'. Below this, there is a 'Having problems?' section with a link to 'Go to the MyPortal FAQ page'. At the very bottom, there is a 'Guest Parking' section with a link to 'Guest Parking' and a note: 'Guest parking is available for those without a MyPortal account at both Foothill and DeAnza colleges.'

2. Under the “Staff” applications, look for the “PyraMed – Health Services for Employees” tab; click to access.

FOOTHILL-DE ANZA Community College District

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Favorites

- FHDA Banner
- Banner Document Management
- ProCard
- Adobe Sign Employee Forms
- Yammer
- Employee Training
- Zoom Video Conferencing
- Academic Dates & Deadlines
- Argos
- Office 365
- Cornerstone
- Email & Calendar

Applications

~ All Users

- Academic Dates & Deadlines
- Campus Events
- Campus Food Services
- Change Format (ADA)
- Digital ID Card
- FHDA Foundation
- FHDA YouTube Channel
- Look Up Classes
- Mobile App
- Open Class Finder

~ Banner

- Active Division
- Active Roster Administration
- Argos
- Banner Document Management
- Banner Reports
- Banner Resources
- Degree Works
- FHDA Banner

~ Staff

- Adobe Sign Employee Forms
- Canvas
- ClockWork
- Cornerstone
- CourseLeaf
- Cybersecurity Awareness
- Email & Calendar
- Employee Self-Resources
- Employee Training
- Finance Services
- GlobalProtect VPN
- Inquiry Tool
- Nuventive / Tracdat
- Office 365
- Payroll
- ProCard
- Program Review
- PyraMed Health Services for Employees**
- Refund Approval Admin
- Report Student Conduct Violations & Concerns
- Room Management System
- SARS Innet Logal
- Slate
- Student Dashboard
- Student Success Analytics
- Surplus Request
- Technical Support
- Yammer
- Zoom Video Conferencing

~ Students

- Academic Works
- Adobe Sign Student Forms
- Bill Payment
- Bookstore Follett Discover
- Canvas
- Civic Impact
- ClockWork
- Degree Works
- Digital ID Card
- Ebill
- ePRINTit
- Financial Aid Refunds
- Humanities Mellon Scholars
- International Payments - Flywire
- Parking Permit
- Priority Registration
- PyraMed Health Services
- Student College Email
- Student Registration
- Transcripts
- VTA SmartPass

3. You will be taken to the PyraMed Health Services Portal. Click on “My Forms”:

FOOTHILL-DE ANZA Community College District

Office | 650.949.6210
Fax | 408.864.8983

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FOOTHILL-De Anza Community College

My Forms

The following forms need to be completed.

Form Name	Form Type	Appointment Date	Instructions
COVID-19 Booster Submission- De Anza College	Immunization	N.A.	Required for all students with in-person class.
COVID-19 Booster Submission- Employees Only	Immunization	N.A.	Required for district employees.
COVID-19 Booster Submission- Foothill College	Immunization	N.A.	Required for all students with in-person class.
COVID-19 Vaccine Submission- De Anza College	Immunization	N.A.	Required for all students with in-person class.
COVID-19 Vaccine Submission- Employees Only	Immunization	N.A.	Required for all employees.
COVID-19 Vaccine Submission- Foothill College	Immunization	N.A.	Required for all students with in-person class.
Emergency Contacts	Administrative	N.A.	Required for all students
Immunization History (ISP student only)	Immunization	N.A.	Required for all incoming ISP students only
Informed Consent -Foothill College Students only!	Administrative	N.A.	Required for all FOOTHILL students with in-person class and students visiting the campus (COVID-19 Vaccine Submission)
Informed Consent For Treatment De Anza Students Only	Administrative	N.A.	Required for all DE ANZA students (COVID-19 vaccine submission and telehealth or in-person student health services appointment)
Informed Consent For Virtual Visit Services	Administrative	N.A.	Required for all students who have telehealth appointment only.
Minor Consent Form	Administrative	N.A.	Required for students who are age 17 and below and have telehealth or in-person appointment only
Patient Registration Form	Administrative	N.A.	Required for in-person or telehealth appointment only
Tuberculosis (TB) Risk Assessment and Screening	Immunization	N.A.	Required for all DE ANZA students (and ISP students) requesting TB test and clearance.

4. To upload your Vaccine Card – select “**COVID-19 Booster Submission – Employees Only**”

- You can take a photo of your vaccination card or get a digital copy from the state health site at myvaccinerecord.cdph.ca.gov.
- Save the digital photo or file to the computer or device that you will use to log in to the PyraMED health portal.
- Click the **Select File** button to find the document file on your computer or device. (Your document file must be in one of the formats listed, such as .jpeg or .pdf)
- Click the **Save** button to upload the document.

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COVID-19 Booster Submission- Employees Only

Required for district employees.

Please provide the date you received your COVID-19 booster vaccination. You may choose from the applicable manufacturer. You must provide the lot number, site and upload a copy of your vaccination card or digital COVID-19 vaccine record before submitting this form. Thank you.

COVID-19 Pfizer Booster Dose Vaccine Date Date Booster Received

COVID-19 Moderna Booster Dose Vaccine Date

Where did you receive your vaccine (Healthcare Provider or Clinic site address)? Physical location of booster administration

Lot Number of Vaccine Booster Dose Brand combo 6 digit letter/number located next to booster date

Please upload your proof of vaccination (i.e. Vaccination Card or digital copy of vaccine record)

Please complete your COVID-19 vaccine booster information and attach a copy of your COVID-19 vaccine card or digital COVID-19 Vaccine record.

5. Sign and click confirm.

The screenshot shows a web form for submitting COVID-19 vaccine information. A modal window titled "Confirm Message" is open, asking "Are you sure you want to submit this form?" with "Clear", "Confirm", and "Cancel" buttons. The background form includes fields for vaccine dates, provider address, lot number, and a file upload for the vaccine card. Navigation links like "Home", "My Profile", and "Messages" are visible in the header.

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COVID-19 Vaccine Submission Form

Required for district employees.

Please provide the date you received your COVID-19 booster vaccine record before submitting this form. Thank you.

COVID-19 Pfizer Booster Dose Vaccine Date

COVID-19 Moderna Booster Dose Vaccine Date

Where did you receive your vaccine (Healthcare Provider or Clinic site address)?

Lot Number of Vaccine Booster Dose

Please upload your proof of vaccination (i.e. Vaccination Card or digital copy of vaccine record)

Select File Monica_Covid Booster Card.pdf Remove

Please complete your COVID-19 vaccine booster information and attach a copy of your COVID-19 vaccine card or digital COVID-19 Vaccine record.

Submit Complete later

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6. The Human Resources office will review and verify your record. You will receive an email verification within a week that your upload was reviewed and verified. If additional information is needed, you will also be notified by Human Resources.

The screenshot shows the "My Forms" page. A red circle highlights a message: "Thank you for submitting your COVID-19 vaccine booster. You will be notified if additional information is needed. Please allow 2-3 days for the immunization registry system to process your submission. Check MyProfile tab under Immunization history to verify the dates of your vaccine copy. The following forms need to be completed." A red arrow points from the text "Submission Confirmation" to this message. Below the message is a table listing various forms, their types, appointment dates, and instructions.

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COVID-19 Vaccine Submission Form

Thank you for submitting your COVID-19 vaccine booster. You will be notified if additional information is needed. Please allow 2-3 days for the immunization registry system to process your submission. Check MyProfile tab under Immunization history to verify the dates of your vaccine copy. The following forms need to be completed.

Submission Confirmation

Form Name	Form Type	Appointment Date	Instructions
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COVID-19 Booster Submission- Foothill College	Immunization	N.A.	Required for all students with in-person class.
COVID-19 Vaccine Submission- De Anza College	Immunization	N.A.	Required for all students with in-person class.
COVID-19 Vaccine Submission- Employees Only	Immunization	N.A.	Required for all employees.
COVID-19 Vaccine Submission- Foothill College	Immunization	N.A.	Required for all students with in-person class.
Emergency Contacts	Administrative	N.A.	Required for all students
Immunization History (ISP student only)	Immunization	N.A.	Required for all incoming ISP students only
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7. To upload your Request for Medical Exemption – go to “Document Upload” and select “*Employees COVID-19 Request MedicalExemption Form*” from the “Document Type” dropdown menu.

Click here

Document Upload

Please select the type of document, browse to choose the file and save. Documents with the following file formats can be uploaded: JPEG, TIFF, PNG, PDF, BMP AND GIF. Each file should not exceed 6MB.

Document Type

Employees COVID-19 Medical Exemption Form

Please upload your medical exemption request form with the date and signed signature of your health care provider.

File

Browse...

Save

- Access the Request for Medical Exemption form [here](#).
- Click the **Browse** button to find the document file on your computer or device.
(Your document file must be in one of the formats listed, such as .jpeg or .pdf)
- Click the **Save** button to upload the document.

Additional Forms

- De Anza COVID-19 Request Medical Exemption Form
- De Anza COVID-19 Test Results
- De Anza ~~ONLY COVID-19 Vaccine Record~~
- Employees COVID-19 Request Medical Exemption Form**
- Employees ONLY COVID-19 Vaccine Record
- Foothill COVID-19 Request Medical Exemption Form
- Foothill COVID-19 Test Results
- Foothill ONLY COVID-19 Vaccine Record
- Insurance Card -De Anza Students only
- Medical Health Questionnaire- De Anza Student only
- Medical Records- De Anza Students Only

Physical Exam Form- De Anza Students Only

File

Browse...

Save

Step 7

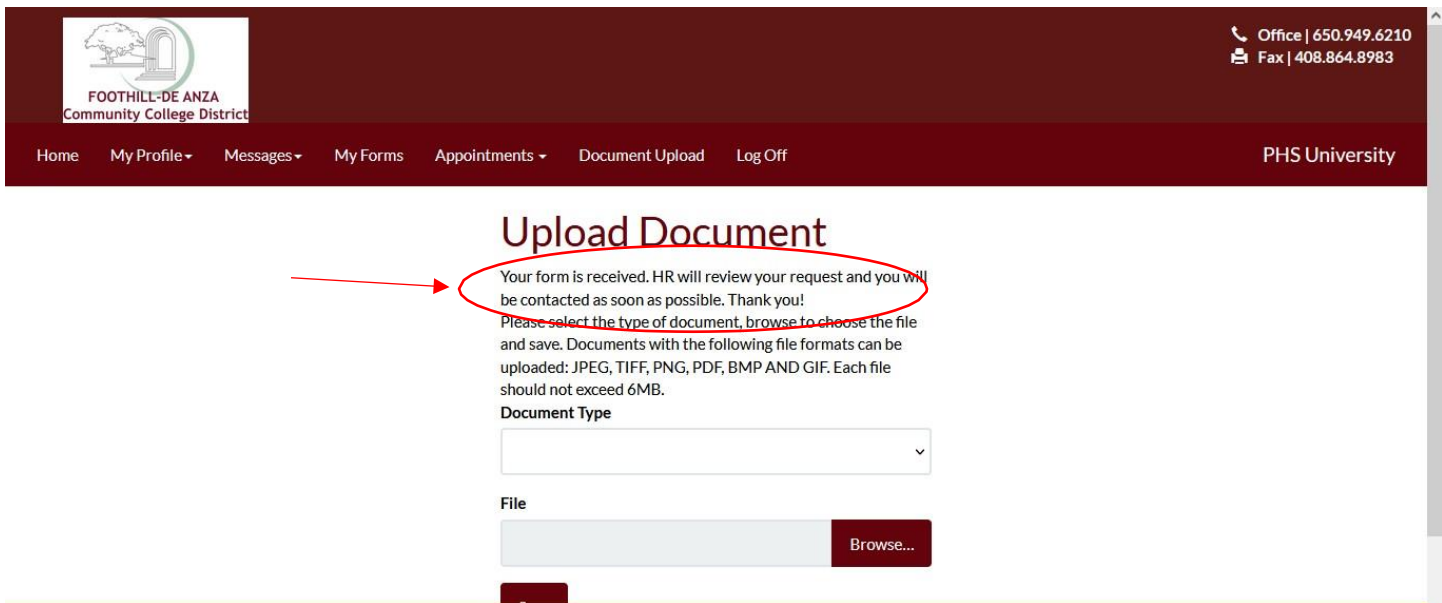
Step 7B

Step 7C

Washington, Myisha S

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8. The Human Resources office will contact you for additional follow-up.



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Upload Document

Your form is received. HR will review your request and you will be contacted as soon as possible. Thank you!

Please select the type of document, browse to choose the file and save. Documents with the following file formats can be uploaded: JPEG, TIFF, PNG, PDF, BMP AND GIF. Each file should not exceed 6MB.

Document Type

File

Browse...

Those who have not certified their vaccination, are still completing their vaccination series, or have a valid exemption, will be **required** to provide negative test results from COVID-19 testing taken no more than 72 hours prior, if they are to be on-site at any District facility.

ELECTRONIC MEDICAL RECORDS:

All protected health information in the electronic medical record is stored in a secure data center and is encrypted. Only authorized staff have access to your health information. In the unlikely event of such breach, you will be notified as required by law. In accordance with Health and Safety Code (HSC) section 1797.98 and HSC section 11191, your medical records will be destroyed 10 years after their receipt or production.