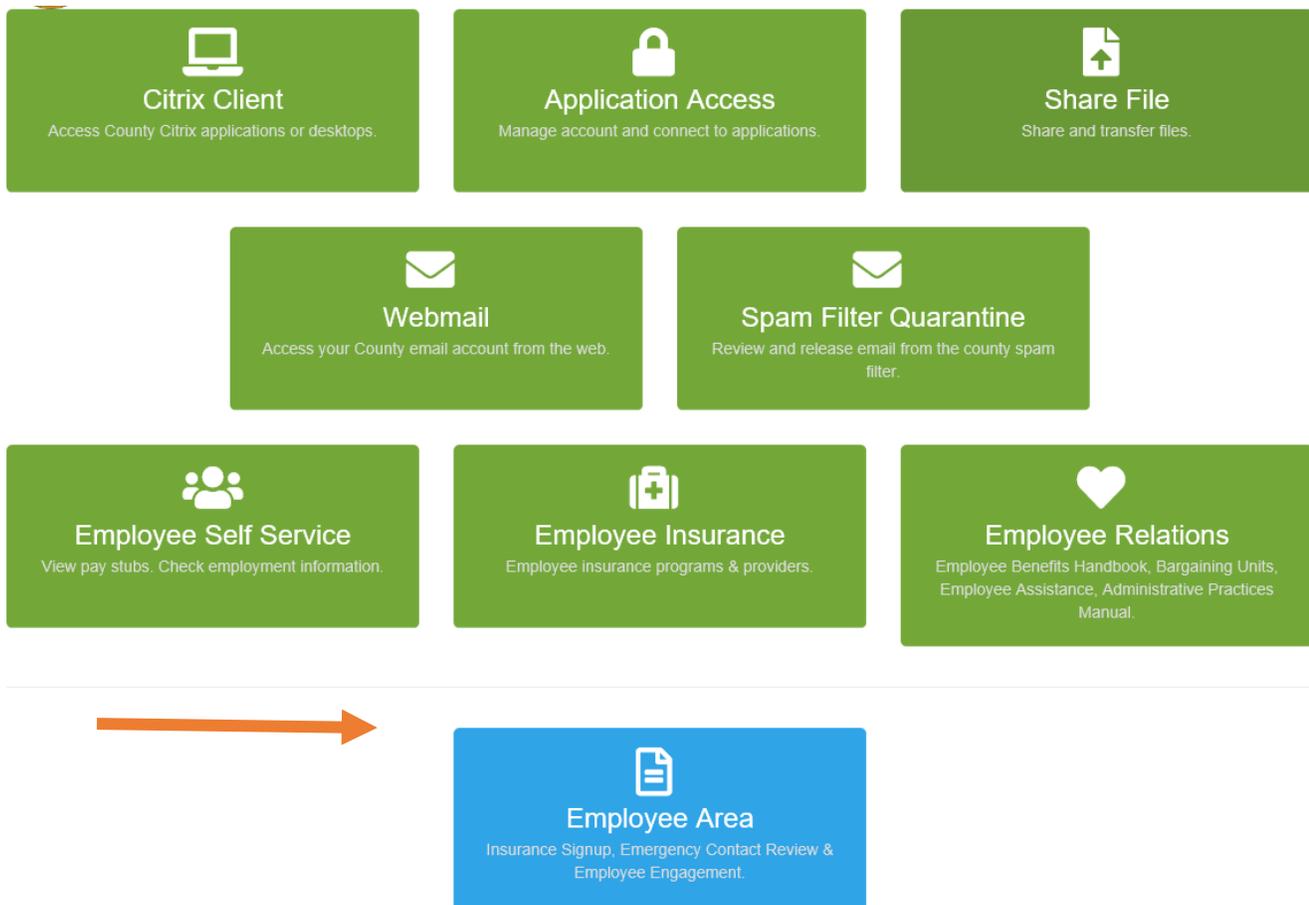


How to Record Your Vaccine Status at Connect2Dane.com

It is highly recommended that you follow these steps within Citrix as it makes the process much easier. Please log into your personal Citrix desktop and not a generic/shared account (e.g. Sheriff staff should not do this under the generic logins).

Step 1: Go to Connect2Dane (<https://connect2dane.com>) and click on the blue box for the Employee Area.



Step 2: Login.

If you're doing this through Citrix (which we recommend) you won't need to log in. You will pass through to the next step automatically.

Non-network users may login using their Connect2Dane account. Please note that this password is separate from other county credentials. If you have an account, perhaps one you created for insurance registration, you can log into it here. There is a link to reset your password if necessary. If you do not have an account you can create one from this login page. *Please note you must use your official county email address for that account.*

Step 3: Click on COVID-19 Vaccination Status

Employee Resources

 Insurance Plan Sign Up Sign up for your County Health Insurance	 Emergency Contact Review Confirm your emergency contacts	 Employee Engagement Annual Review of Employee Benefit Handbook
 Employee Group and Union Seniority Rosters	 July 2020 Attendance Policy Review	 COVID-19 Vaccination Status

Step 4: Fill out the Appropriate Form

COVID-19 Vaccination Status

<p>I have received my COVID-19 vaccine</p> <p>I got my shot >></p>	<p>I have NOT received my COVID-19 vaccine</p> <p>I did NOT get my shot >></p>
--	--

If vaccinated, your form looks like this:

Enter Your Vaccination Information

My Supervisor is: *

Vaccine Manufacturer: *

First Dose: *

Second Dose: *

Photo or PDF: *
 Take a picture of your vaccination card or screenshot from the Wisconsin Immunization Registry and upload it here. Only jpg files are allowed.
 Or you can also upload a pdf. e.g. From MyChart or from the Wisconsin Immunization Registry.
[Wisconsin Immunization Registry Website](#)

Note: Falsification of this information may result in disciplinary action, up to and including termination.

If not vaccinated, your form looks like this:

I have NOT recieved my COVID-19 vaccine

My Supervisor is:

Next >

After clicking through those screens you have completed your vaccine status reporting.

If any of this process gives you any trouble please contact the Dane County Help Desk at helpdesk@countyofdane.com or 608.266.4440 (x64440). We are open Monday through Friday, 7:00am – 4:30pm and are happy to help.

Two quick tips for uploading your vaccination status file:

One simple way to get a picture of your vaccination card is to use your smartphone to take the picture – making sure the text is legible. You can then email that picture to yourself. Later when you're at your computer working through the vaccination screens you can then pull that picture out of your inbox and upload it to the site.

Another method, if you do not have a copy of your vaccination card available, is to search for your vaccination status at the [Wisconsin Immunization Registry](#). That site will ask for your legal name, date of birth, and an SSN or identification number.

The screenshot shows the 'Immunization Record Search' form. It includes a title bar, a description of the form's purpose, and several input fields. On the right side, there are three buttons: 'Search', 'Home', and 'Help'. The form fields are: '* First Name' (text input), '* Last Name' (text input), '* Birth Date' (calendar icon and text input with 'MM/DD/YYYY' format), '* SSN' (three separate text inputs with dashes), '* Medicaid ID' (text input with a magnifying glass icon), and '* Health Care Member ID' (text input with a magnifying glass icon). The text 'Please supply either the Social Security Number, Medicaid ID, or Health Care Member ID:' is positioned above the SSN, Medicaid ID, and Health Care Member ID fields.

Once entered you will see your immunization history and can print it to a PDF for uploading to the site. To do so, go to Print and select "Microsoft Print to PDF" as your printer. Instead of printing the document you will get a PDF that you can save to your G: drive to be uploaded to Connect2dane.com.