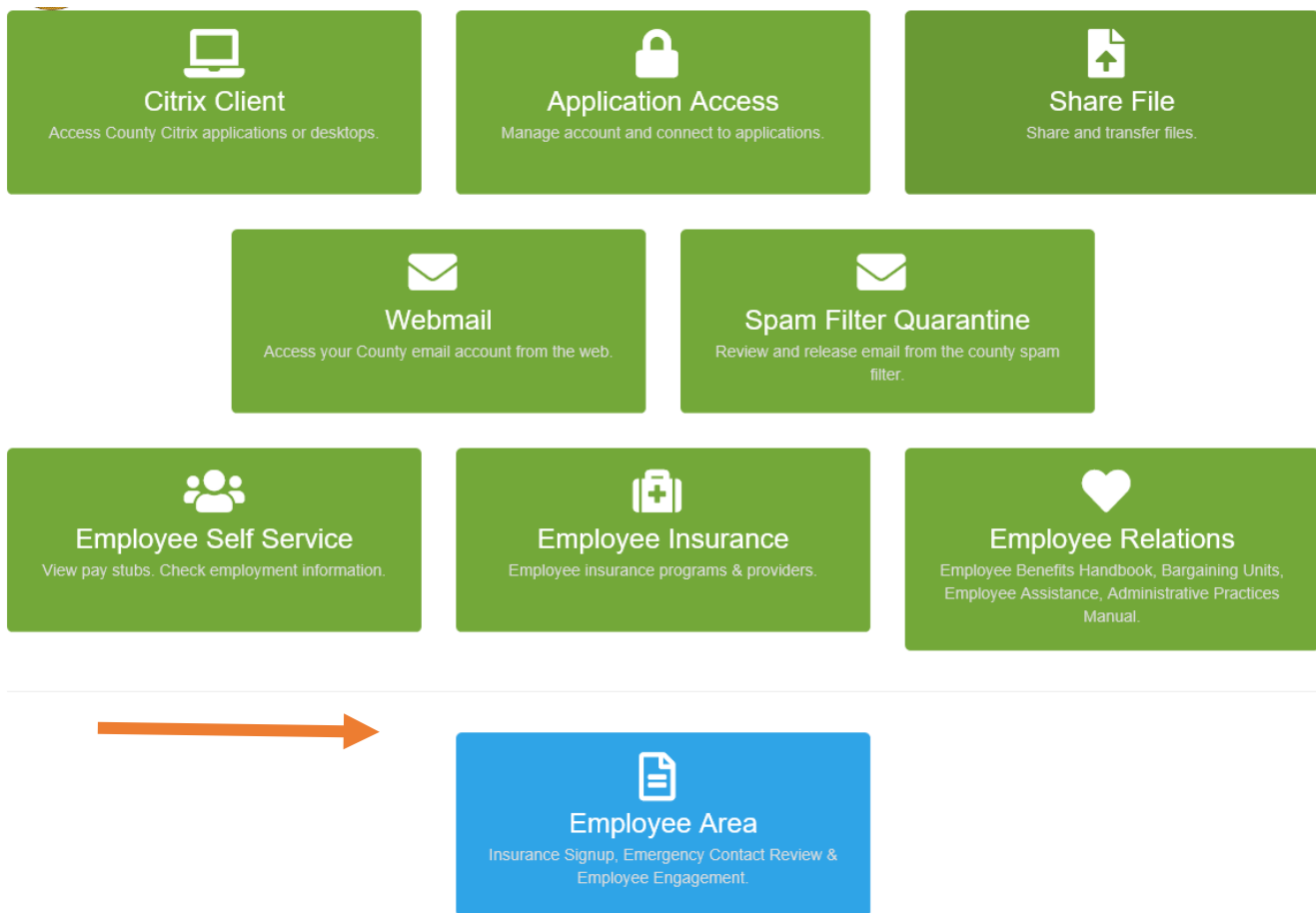


# How to Record Your Booster Shot at Connect2Dane.com

**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).**

*Please note – these instructions are for booster shot updates. If you have yet to record your initial vaccine date(s), you can download instructions for that process [here](#).*

**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

The grid contains six blue buttons with white icons and text:

- Insurance Plan Sign Up**: Sign up for your County Health Insurance (document icon)
- Emergency Contact Review**: Confirm your emergency contacts (phone handset icon)
- Employee Engagement**: Annual Review of Employee Benefit Handbook (speech bubbles icon)
- Employee Group and Union Seniority Rosters** (people icon)
- July 2020 Attendance Policy Review** (document icon)
- COVID-19 Vaccination Status** (syringe icon)

An orange arrow points from the 'July 2020 Attendance Policy Review' button to the 'COVID-19 Vaccination Status' button.

### Step 4: You should reach a screen that looks like this:

The screenshot shows the top navigation bar with the County of Dane logo, the URL 'Connect2dane.com', and a dropdown menu 'Resources For Dane County Employees'. Below the navigation bar is a pink notice box:

**Coronavirus (COVID-19) Notice**

- Find information about where to get vaccinated for COVID-19 [here](#).
- Visit Public Health's [Data & Dashboard](#) for the latest on COVID-19 vaccination rates, case counts, hospitalizations, deaths, tests by date, and more.
- Read Public Health Madison & Dane County's [recommendations](#) for what to do if you are sick or possibly exposed.
- Find out where to get tested for COVID-19 [here](#).

Below the notice is the 'COVID-19 Vaccination' section with three blue buttons:

- Booster Shot**: Enter a booster shot (plus sign icon). A yellow arrow points to this button from the 'Edit Info' button.
- Edit Info**: I need to edit my initial dose(s) of my COVID-19 vaccine (syringe icon).
- History**: I want to see my vaccination history record (clock icon).

Click "Booster Shot"

You will reach a screen that looks like this. Please select your immediate supervisor from the list and enter your vaccine manufacturer and the date on which you received the booster.

The last step is to click on the [blue Save Booster Information](#) button.

**Coronavirus (COVID-19) Notice**

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- Visit Public Health's [Data & Dashboard](#) for the latest on COVID-19 vaccination rates, case counts, hospitalizations, deaths, tests by date, and more.
- Read Public Health Madison & Dane County's [recommendations](#) for what to do if you are sick or possibly exposed.
- Find out where to get tested for COVID-19 [here](#).

# Covid 19 Booter

## Enter Your Vaccination Booster Information

My Supervisor is: ✖  Vaccine Manufacturer ✖

*This should be your direct supervisor, the person you submit your (ETR) time sheet to.*

Booster Date

[Save Booster Information](#) 

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