

# Instructions for updating your COVID-19 vaccine and booster records in eTang.

For Students, Faculty, and Staff at UC Berkeley

The screenshot shows the CalNet Authentication Service login page for Berkeley University of California. It includes fields for 'CalNet ID' (with the example 'Sdoherly') and 'Passphrase (Case Sensitive)'. There are 'SIGN IN' and 'HELP' buttons, and a link for 'Sponsored Guest Sign In'. At the bottom, there are links for 'FORGOT CALNET ID OR PASSPHRASE?' and 'MANAGE MY CALNET ACCOUNT'.

## Step 1: Log into the eTang Portal at etang.berkeley.edu

This will bring up the Cal Net Authentication page. Log in with your CalNet ID and perform the Duo verification as you normally would.

The screenshot shows the eTang homepage for a user named 'TSA TEST-PATIENT'. The left sidebar menu has 'Medical Clearances' highlighted with a red box. The main content area shows a 'Home' dashboard with icons for Appointments, Messages, Lab Results, and Immunizations. A message prompts the user to 'Upload your COVID-19 Booster, COVID-19 Vaccine, and Mandatory TB and Immunization records if you have not yet done so'. There is also a link to 'Show badge (Clearance Status, Number)'.

Now, you should be on the eTang homepage.

## Step 2: Click the “Medical Clearances” on the left menu.

The screenshot shows the 'Medical Clearances' page. The left sidebar menu has 'Medical Clearances' highlighted with a red box. The main content area shows a table of clearances. The first row is for 'COVID-19 Vaccine' with a green 'Update' button highlighted by a red box. The second row is for 'Immunization Record' with a green 'Update' button. The third row is for 'Influenza' with a green 'Update' button. The table also shows the status of each clearance (e.g., 'Compliant', 'Not Compliant', 'No Data').

## Step 3: To upload a COVID-19 vaccine or booster record, choose the green “Update” button next to COVID-19 Vaccine.

The screenshot shows the 'COVID-19 Vaccine' page. It has a section for 'COVID-19 Vaccine Card Upload' with a green 'Upload' button highlighted by a red box. Below this is a 'COVID-19 Vaccine History' section with a green 'Add Immunization' button highlighted by a red box. The history table shows a record for 'Pfizer COVID-19 Vaccine #1' administered on '08/09/2021'. At the bottom are 'Cancel' and 'Done' buttons.

## Step 4:

- Click the green “Upload” button to upload a copy of your vaccine card
- Click the green “Add Immunization” button to enter the date(s) and type of vaccine or booster from the drop down menu.
- Double check you have entered the dates correctly.
- Then click done.