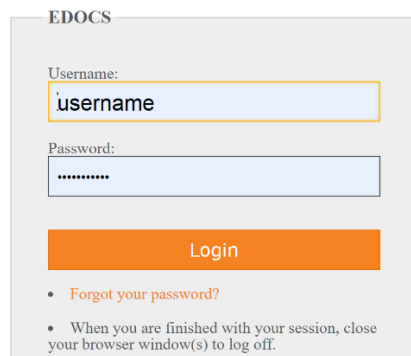
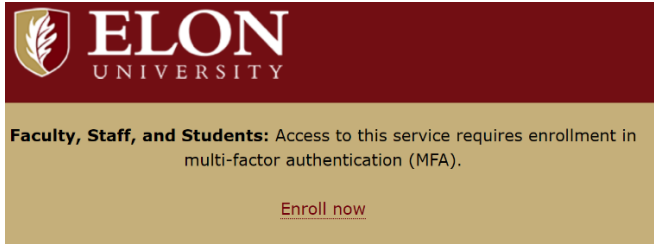


Elon University

COVID-19 Vaccination/Exemption Form Instructions

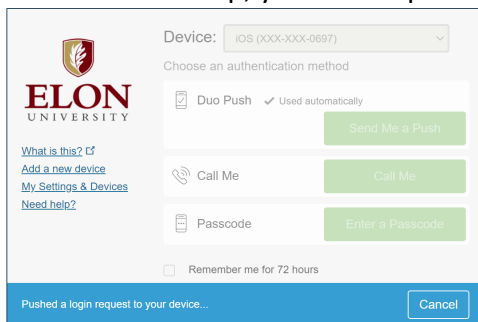
1. Clicking on the link to the COVID-19 Vaccination/Exemption Form will prompt you to log into eDocs. Log in with your username and password (the same credentials used to access email.) Multi-factor authentication (MFA) is required to access eDocs. If you haven't enrolled yet, click on the "Enroll now" link in the gold banner.



The login form is titled "EDOCS" and contains the following elements:

- A "Username:" label above a text input field containing the text "username".
- A "Password:" label above a password input field containing eight asterisks.
- An orange "Login" button.
- A link: "Forgot your password?".
- A note: "When you are finished with your session, close your browser window(s) to log off."

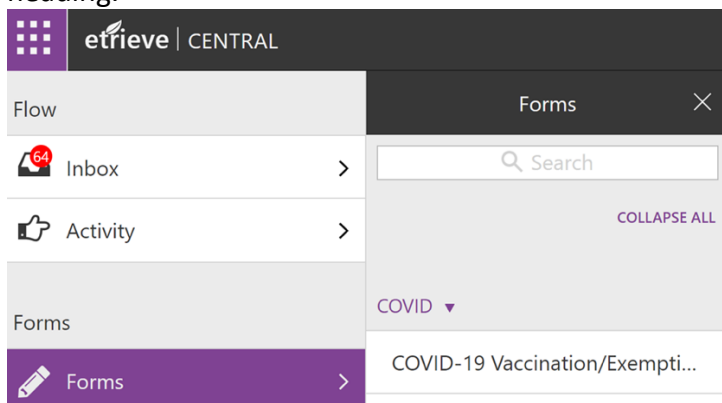
2. Once MFA is setup, you will be prompted for the second factor authentication.



The MFA screen displays the Elon University logo on the left. On the right, it shows:

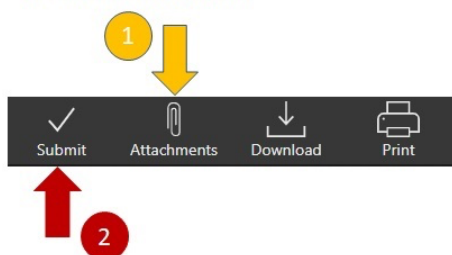
- A "Device:" dropdown menu set to "iOS (000-XXX-0697)".
- A section titled "Choose an authentication method" with three options:
 - "Duo Push" with a checkmark and "Used automatically" status, and a "Send Me a Push" button.
 - "Call Me" with a "Call Me" button.
 - "Passcode" with an "Enter a Passcode" button.
- A checkbox for "Remember me for 72 hours" which is currently unchecked.
- A blue bar at the bottom with the text "Pushed a login request to your device..." and a "Cancel" button.

- When eDocs opens, you may need to navigate to the form. Click on the Forms menu on the left, then find the “COVID-19 Vaccination/Exception” form under the COVID heading.



- All submissions require an attachment – either a vaccine card or a document related to the exemption being requested. Click the Attachments button at the bottom to attach your documentation. Then click the Submit button.

- Click ATTACHMENTS below and upload an image of your vaccination card or exemption documentation.
- Then click SUBMIT.



- A receipt acknowledgement email will be sent upon submission, and another email notifying of approval or denial of your request will follow within several days in your Elon email account.

- You can always come back and confirm the status of your form and document submission by clicking on the Activity section in the left-hand navigation. When you have selected your submission form, you can click the “History” icon at the bottom of the screen to review your submission and its status.

