COVID-19 Testing Exception Form – PC View

1. Go to the COVID-19 Testing Exception form. Login, if prompted, with your Elon username and password.

2. The Name, ID, Date and Person Type fields will automatically display your information and cannot be changed.
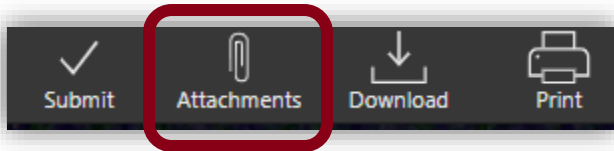

3. Select "Fully Vaccinated" from the "Exception" drop down box.

4. Select the name of your vaccine from the "Vaccine Name" drop down box. The "#Doses" field will fill automatically. Enter the date(s) for each dose, if applicable.
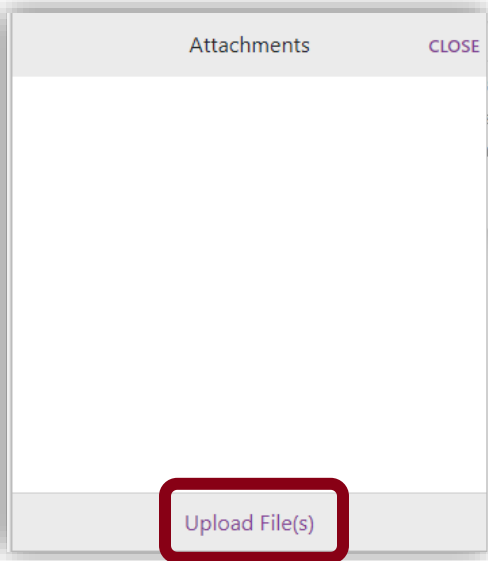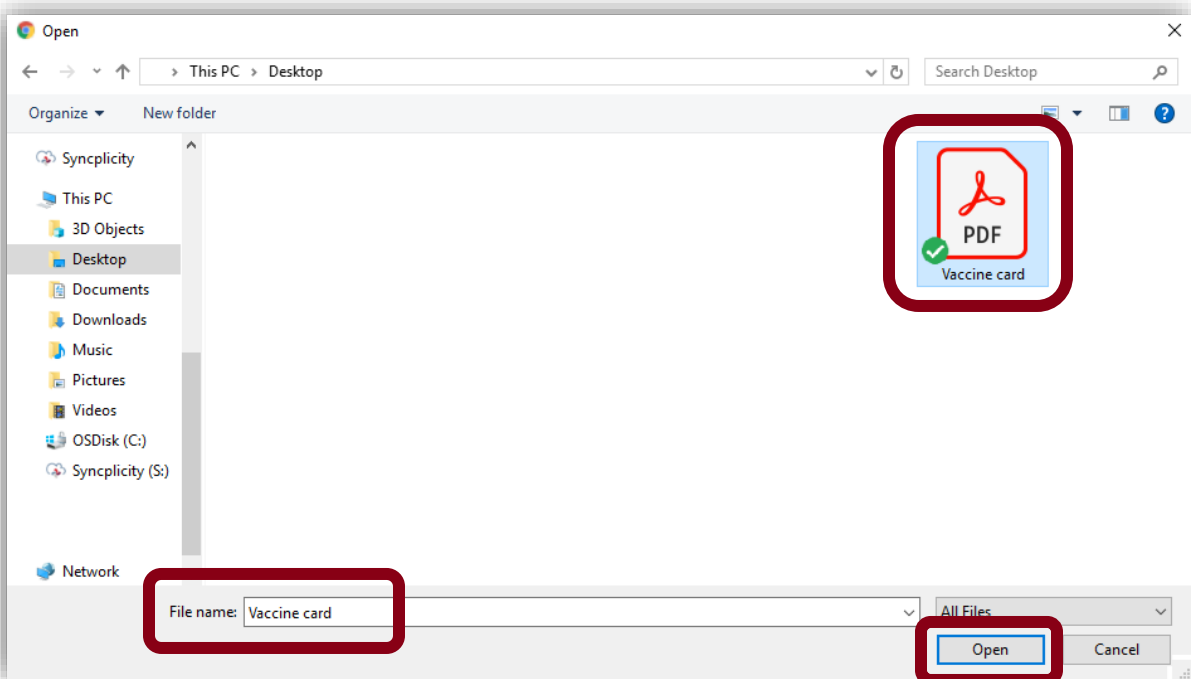
5. Save an image of your vaccine card on your device and remember where you saved it. Click on the "Attachments" button at the bottom of the form.
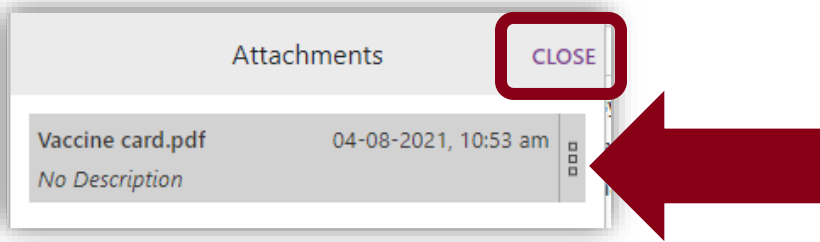

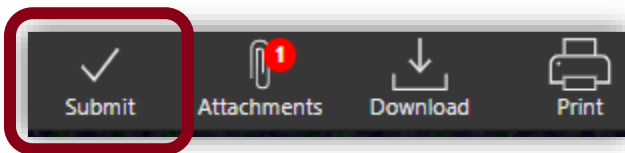6. Click on "Upload File(s)" when the window appears.

7. Navigate to where you saved the image of your vaccine card and open it to attach it to your form.

8. You should see the name of your image in the "Attachments" window. Click "CLOSE" to close the window.

9. **An image of your vaccine card is required.** Once you see an attachment indicator on the paper clip icon on the "Attachments" button then click the "Submit" button to submit your form.

10. You will receive emails regarding the status of your submission. Once your form has been approved then you will see your exemption status on your My Readiness page.

READY & RESILIENT
MY READY & RESILIENCE STATUS

Phoenix Jones

✓ Training
✓ Healthy Elon Commitment
✓ COVID Test Results Received

You have completed the Ready and Resilient check-in process. Thank you.

Exemption Status

You are fully vaccinated as of 03/24/2021. You are approved as exempt from testing for 90 days starting 4/8/2021.

My Results