

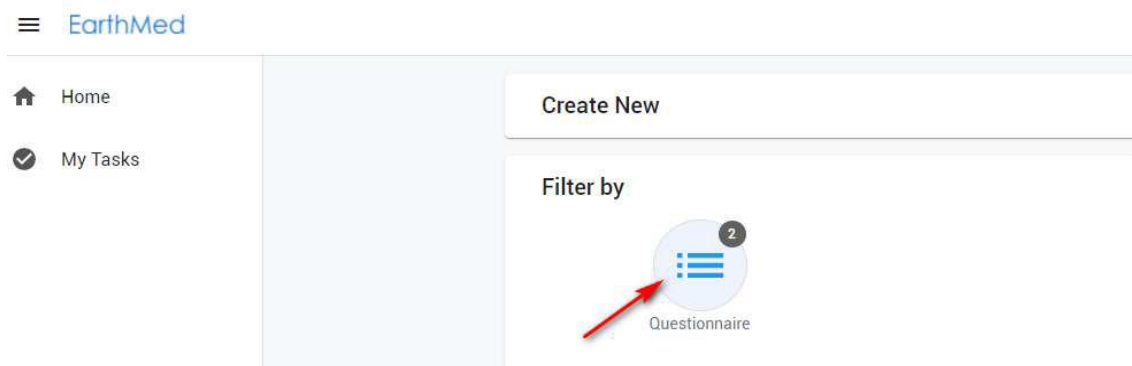
Reporting of Vaccination Status in EarthMed (<https://medical.un.org/earthmedportal/>)

Staff members belonging to the **UN Secretariat, UNICEF, UNDP, UNFPA, UNWOMEN, UNOPS, WIPO, IAEA, UNIDO, UNU, ITC and CTBTO** should report through the **Earthmed portal**. Refer to the step-by-step instructions below:

1. Log in to <https://medical.un.org/earthmedportal/> and select your organization. Please note that Earthmed now also allows those who are partially vaccinated or not vaccinated to report their status. If you are unable to log in to the portal, please report the error that you encounter to UNITE DESK servicedesk@un.org copy EARTHMED SUPPORT earthmedsupport@un.org.



2. Once you have logged in through your agency link, select **Questionnaire** on the new screen.



3. A new screen will open. Select **“complete COVID-19 Vaccination status self-reporting.”**

The screenshot shows a web application interface with a sidebar on the left containing 'Home' and 'My Tasks'. The main area has tabs for 'Incomplete' and 'Complete'. Under 'Incomplete', there are two task cards. The first card is for 'Complete COVID-19 - Symptoms/Diagnosis self-reporting'. The second card, which is highlighted with a red arrow, is for 'Complete COVID-19 - Vaccination status self-reporting'. Both cards show 'Due: NOW', 'Assigned To: Me', and 'Awaiting Responses'. At the bottom right, there is a dropdown for 'Items per page' set to '20'.

4. A new screen will open which will ask if you have been vaccinated against COVID-19 or not. **If you have been vaccinated, select YES.**

The screenshot shows the start of a form titled 'COVID-19 - Vaccination status self-reporting'. It has 'Cancel', 'Save', and 'Submit' buttons on the right. The first question is '1. Have you received any vaccine against Covid-19?'. Below the question are two buttons: 'Yes' and 'No'. A red arrow points to the 'Yes' button.

5. The form will expand after you click YES. Answer all pertinent questions accordingly.

The screenshot shows the expanded form with the following sections:

- 1. Have you received any vaccine against Covid-19? (Yes/No buttons)
- 1.1. You must have proof of your vaccination in order to report it.
- 1.2. If you have received two doses of a vaccine and your supporting documentation clearly shows the two doses, then you need to report only the second dose. Otherwise, you will have to report both doses separately, starting with the first one.
- 1.3. Dose received: (checkboxes for First dose, Second dose)
- 1.4. Date received: (dd/MM/yyyy field, highlighted in yellow)
- 1.5. Vaccine received: (checkboxes for AstraZeneca, Johnson & Johnson (Janssen), Covishield (ChAdOx1_nCoV-19), Moderna, Pfizer, Sinopharm, Sinovac, Sputnik V, Other)
- 1.6. Attach proof of vaccination: (An attachment is required, Select files... button, highlighted in yellow)

A yellow callout box with arrows pointing to the date field and the attachment field contains the text: 'You will have to indicate the date on which you were vaccinated and attach the proof of vaccination. So KEEP A SCANNED COPY OF YOUR VACCINATION CERTIFICATE HANDY'.

6. Remember to upload your COVID-19 vaccination certificate (under “1.6 - Select file”). Click SAVE and SUBMIT found on the upper right side of your screen.

7. **If you are not vaccinated, select NO**, then click SAVE and SUBMIT.

The screenshot shows a web form titled "COVID-19 - Vaccination status self-reporting". At the top right, there are buttons for "Cancel", "Save", and "Submit", with a vertical ellipsis icon to the right. The main content area contains a question: "1. Have you received any vaccine against Covid-19?". Below the question are two buttons: "Yes" (light blue) and "No" (dark blue). A red arrow labeled "1" points to the "No" button. Another red arrow labeled "2" points to the "Save" button, and a third red arrow labeled "3" points to the "Submit" button.

Reporting of Vaccination Status through UN Medical Service (bkkmedservice@un.org)

1. For all other UN personnel who cannot access the Earthmed portal (staff members from UN agencies not listed and non-staff personnel from the listed UN agencies), please **send a copy of your vaccination certificate** by email to the UN Medical Service: bkkmedservice@un.org.
2. Your submission will be manually uploaded by medical service staff. You may be asked to provide other information if your profile cannot be found in Earthmed. This will be used to create a profile in the system and to enable uploading of your certificate.

Kindly reach out to any medical service staff by email: bkkmedservice@un.org for more questions or clarifications.