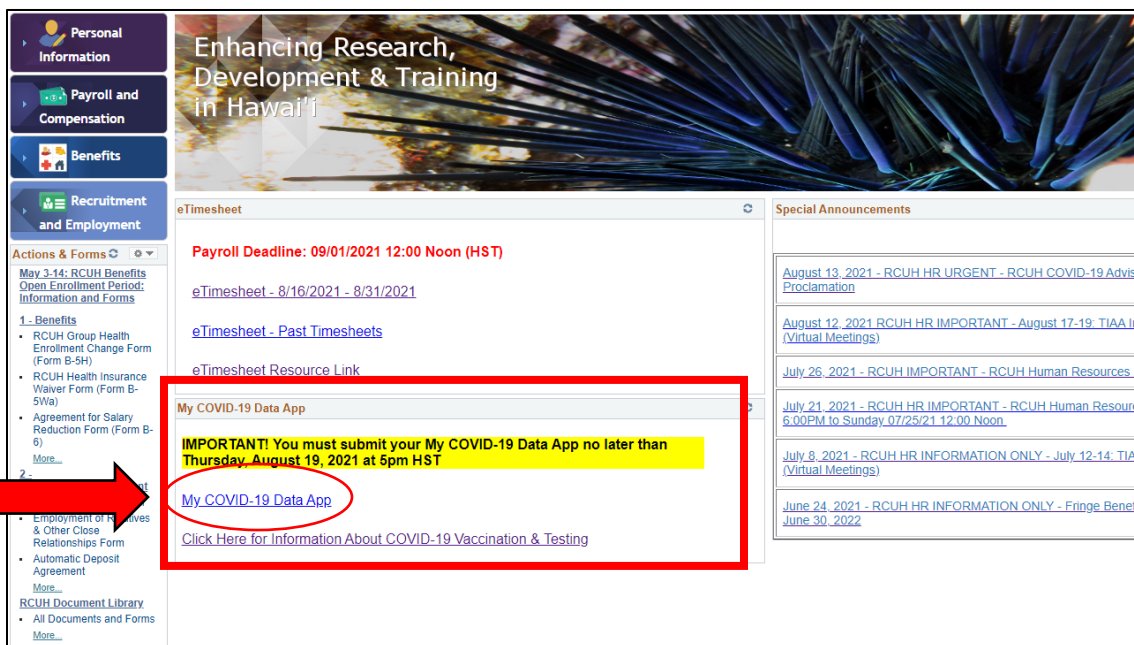


RCUH Employee Guide to Updating Your “My COVID-19 Data App” via RCUH Employee Self Service (ESS) Portal

Please follow the instructions outlined below. This should only take about 3 minutes to complete. Thank you for your cooperation, patience, and understanding.

1. Prepare your COVID-19 Vaccination Card or COVID-19 Test Results page for uploading.
 - a. Attachments can be in any format - .jpg or .pdf or .docx
 - b. Keep the document name short as there is a 39-character limit to all attachments.
2. Log in to [Employee Self Service](#). If you need to reset your password, please click on the “[Forgot User ID/Password](#)” link below the sign-in page or call the RCUH HR Help Desk at (808) 956-8900.
3. Go to the **My COVID-19 Data App** link directly under the box of your eTimesheet.



4. Follow the three simple steps and check the box that most applies to your work location and vaccination status.
5. (For Hawai'i Employees) Upload your CDC COVID-19 Vaccination Card or your Negative Test Result.
6. Once your information is entered and document is uploaded, please ensure you press the “**Save and Return.**”
7. You will know your document was successfully uploaded and saved if you see a Status: “**Pending RCUH Review.**”

Status	Edit/View
Pending RCUH Review	Edit/View

We kindly ask for your patience as the system may be experiencing a higher volume of traffic.

If you have any questions or issues, please contact our RCUH Help Desk at hrhelpdesk@rcuh.com or at (808) 956-8900.