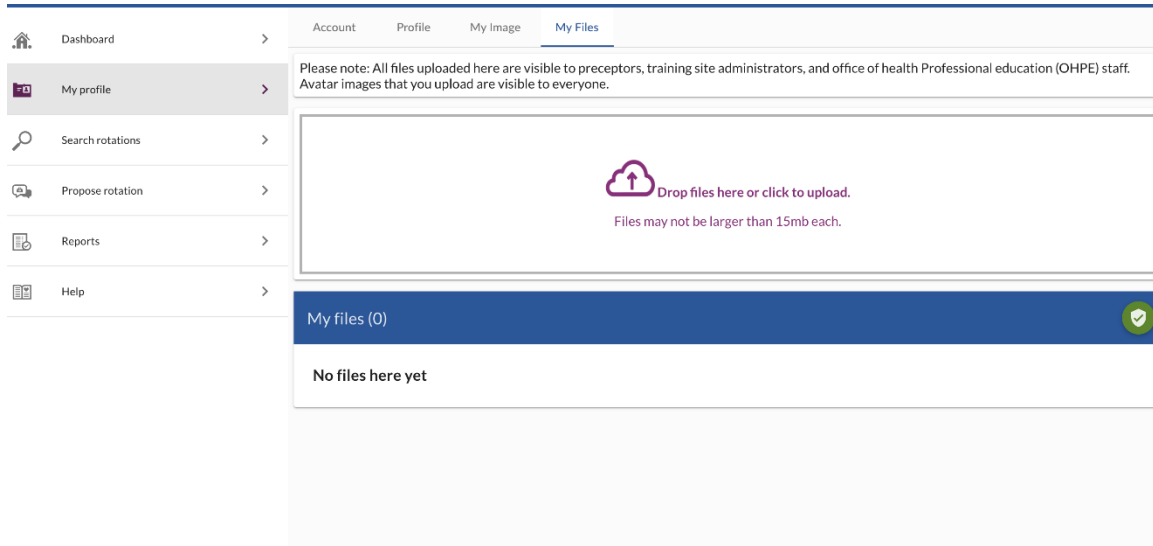


Q: Where can I find the “My Files” tab to upload my proof of vaccination documents?

A: In order to view the “My Files” tab, you first need to be approved as a learner.

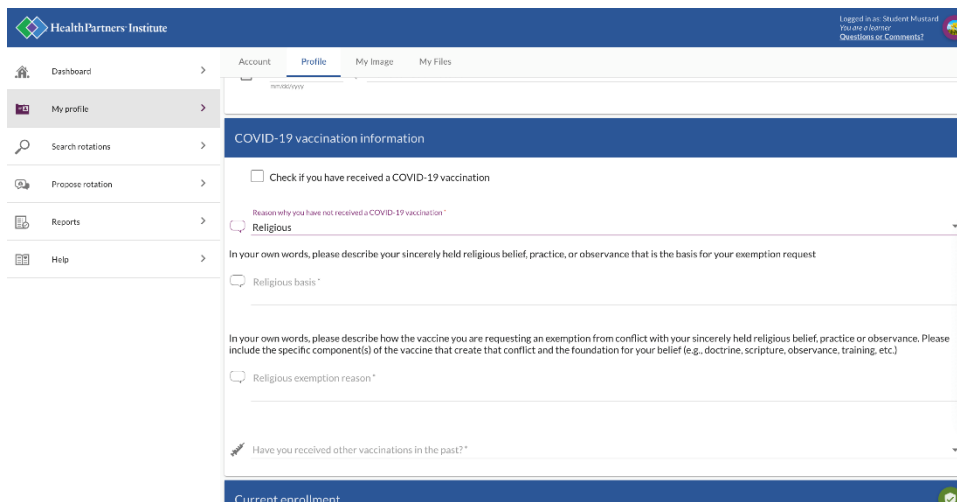
To get to the “My files” tab, first click on “My profile” on the left menu. Then, at the top of the screen, you’ll see the “My Files” tab. There you can upload a document by dragging it into/clicking the box that says “Drop files here or click to upload.”



Q: How do I enter my vaccine exemption request?

A: To request an exemption, you must log in to SharedSpace4Learning.com and click the “My Profile” tab on the left. Then click the button at the top that says “Profile” and scroll down to the section titled “COVID-19 vaccination information.” Go to the line underneath the checkbox that says “Reason why you have not received a COVID-19 vaccination” and select either “Medical” or “Religious.” A number of other fields for you to fill out will appear.

Once you have filled out this information, make sure you hit the purple save button at the bottom of the screen. Then your request will be sent for review.



Q: What is the deadline for learners to submit their COVID vaccine information?

A: When learners complete their profiles in SharedSpace4Learning, they will be prompted to enter their vaccine information. This will put them on our list to review and approve. We ask that you give us a at least four weeks before they start, especially if we need to review any requests for exemption. In short, the sooner the better to ensure they are able to start their rotation on time.

Q: What happens if a learner isn't vaccinated/doesn't have an approved exemption by the deadline and is currently enrolled in a rotation?

A: If a learner doesn't meet the vaccination requirements by the deadline, their rotation will not be able to continue.

Q: Are learners required to enter their COVID-19 boosters?

A: For the current 2022 vaccination documentation requirement, being fully vaccinated for Covid-19 does NOT include/require boosters. You do not need to enter your booster information at this time. The Covid-19 booster is encouraged but not currently specifically tracked within SS4L. When uploading your Covid-19 vaccination information, upload the most current/comprehensive documentation.

Q: I'm a school coordinator/preceptor/site administrator- How can I see if a learner has entered their vaccination or exemption information?

A: You can see whether a learner is vaccinated and the status of their approval by viewing a learner's profile. You can find this view by either searching for a student using the "Program learners" tab and then clicking the "View learner profile button", or you can find it within a rotation by going to the "Applicants" tab on the top of the screen and then clicking on the learner.

Note: You will not be able to see any specific details about their vaccine or exemption

The screenshot displays the HealthPartners Institute system interface. The top navigation bar includes 'Dashboard', 'My profile', 'Create rotation', 'Search rotations', 'Role approvals', 'Affiliations', 'Email templates', 'Onboarding files', 'Preceptor availability', 'Edit system values', 'OHPE Email', 'Learner validation', and 'Program learners'. The 'Applicants' tab is highlighted in green. Two learner profiles are shown:

Learner Profile 1: Naylor, Student r

Name	Naylor, Student r
Student Type	Medical Students (Years 1 & 2)
Active Status	ACTIVE
Vaccinations	
COVID-19 Vaccinated	Yes
COVID-19 Vaccination Review Status	Approved Sep 28, 2021
Flu Vaccinated	Yes
Flu Vaccination Review Status	Approved Sep 28, 2021
Contact Details	
Email	studentnaylor@mailinator.com.fake
Primary Phone	555-555-5555
Primary Phone Type	MOBILE
Address1	feffdfdf
City	sdcfsdfda
Date of Birth	Jun 11, 2002
Last 4 SSN	**** toggle mask
Emergency Contact	greg
Emergency Contact Phone	555-555-5555
Other information	
Interests	Meh.
Program dates	Apr 1, 2019 to Mar 31, 2024
Admin comments	

Learner Profile 2: Evans, Christopher X

Name	Evans, Christopher X
Preferred Name	Chris
Preferred Pronoun	He/Him
Student Type	Physician Assistant
Active Status	ACTIVE
Vaccinations	
COVID-19 Vaccinated	No
COVID-19 Vaccination Review Status	Not approved
Flu Vaccinated	Yes
Flu Vaccination Review Status	Not approved
Contact Details	
Email	studentevans@mailinator.com.fake
Primary Phone	555-555-5555
Primary Phone Type	MOBILE
Address1	gsdfadfsd
City	sadf
Date of Birth	Dec 31, 2000
Emergency Contact	fadsf
Emergency Contact Phone	111-222-3333
Other information	
Interests	I am a star student
Program dates	Jan 5, 2018 to Dec 5, 2018
Admin comments (learner-visible)	fdsafdsa
Admin comments (learner-hidden)	fdsaf
Education history	

Q: I'm a school coordinator/preceptor/site administrator- Will I be notified when my learner has entered their vaccine information or been approved?

A: Currently we do not send out system notifications when a learner has entered their vaccination information or when it has been approved. You can monitor their approval status by viewing their profile information or by keeping in contact with the learner directly.

Q: What should I do if the system is not allowing me to save the vaccination information I am entering?

A. Ensure that the "Current Enrollment" section is complete. If it is not complete, click on "Change your Enrollment" and enter your program information again. You may also need to expand the "Enhance your Profile" section to see if there is other information you may need to enter or update. If you are still unable to save your vaccination information, email sharedspace4learning@healthpartners.com