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.

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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

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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