How to Guide: COVID 19 Vaccination Self-Certification

1. Open your browser and go to https://myci.csuci.edu or connect through www.csuci.edu and click on the myCI icon.

2. On the sign-in page:
   - Enter your Dolphin Name
   - Enter your Dolphin Password
   - Click on “Sign in” to log in.
   *Both are case sensitive

3. Once you are logged into myCI, click on CI Records

4. To begin, Navigate to Main Menu > Self Service > COVID 19 Self-Certification

5. Read COVID 19 Vaccination and Self-Certification information and instructions.

6. Section 1: Self-Certification of COVID 19 Vaccine Status (Select one of the following)
   - Have received an approved vaccine
   - Qualify for a Medical exemption
   - Qualify for a Religious Exemption
   - I do not plan to physically access CSU Facilities
7. If you select you have received an approved vaccine, the following is required:
   - Manufacturer of COVID 19 Vaccine
   - Date 1st Dose was received
   - Date 2nd Dose was received (If Applicable)

8. Section 2: Self-Attestation of Accuracy of Information Provided
   - Select to confirm the information you provided is accurate and truthful.

9. Once all options have been selected.
   - Click Submit.

10. You will receive a confirmation message.