FREQUENTLY ASKED QUESTIONS COVID-19 Vaccine Completion Documentation

1. **What is PyraMed? How secure will my personal information be?**
   PyraMed is an electronic medical record (EMR) system that the University has selected to track vaccination records. Access to vaccination records in the PyraMed system will be restricted to University personnel who directly support the vaccine efforts. The data and information provided will be handled in accordance with Indiana state and federal laws governing privacy.

   Notre Dame takes the responsibility of protecting the University's data seriously and views the privacy and security of your personal information as an equal responsibility. The Office of General Counsel and the Office of Information Technologies Information Security team completed a thorough review of the PyraMed contract and software to ensure the protection of individuals and the University from legal, security, and privacy risks.

2. **What are the steps to upload the vaccine information?**
   a. Scan your vaccination card or take a picture of it so you can upload it into the system.
   b. Access PyraMed portal at https://go.nd.edu/vaccineportal.
   c. Click on the red text link on the landing page directing you to fill out your pending forms.
   d. Open the form for COVID Vaccination – Faculty or Staff.
   e. Choose the option to share your one or two-dose series vaccine information.
      NOTE: If you received the two-dose series, make sure that you have completed both doses before uploading any information.
   f. Enter the details about your vaccination(s)
   g. Upload an image of your vaccination card.

   If you need additional information on the steps to upload the vaccine information, please review this Knowledge Base article.

3. **How is the vaccination information being used?**

   The information provided will be used in aggregate form (non-identifiable) to better understand the percentage of our community that has been vaccinated and how that might impact strategies for operating the campus through the Summer and Fall.

4. **Will the University require me to get the vaccine?**
   While the University is not requiring or mandating employees or students to get the COVID-19 vaccine at this time, it strongly encourages those who are eligible to make an appointment to get the COVID-19 vaccine.