

WVC vaccine attestation instructions

As of Sept. 17, 2021

The vaccine attestation tab is now available on the desktop version of ctclink. Currently, this is the tab you will use to document your vaccine status or indicate an exemption.

WVC is requiring vaccines for students and employees and vaccine status or an exemption must be documented by Oct. 18 for employees and by Nov. 1 for students.

To access the attestation tab

Students

Visit gateway.ctclink.us and enter your student log-in information ([learn more](#)). Click on “Student Homepage” and then select the “Immunization Attestation” tab.

Employees

Visit gateway.ctclink.us and enter your employee log-in information ([learn more](#)). Click on “HCM Self Service” and then select the “Immunization Attestation” tab.

To attest

Under “**Vaccination details**,” enter the type of immunization you received (Pfizer-BioNTech, Moderna, or Johnson & Johnson) and enter the dates on which you received each dose (only one dose is required for Johnson & Johnson). To add a second dose and date, click the “+” to add another line.

If you are claiming an exemption, please select the exemption you are claiming under the immunization drop-down. You do not need to fill out the “Date taken” field for an exemption. **Additional paperwork is required to claim an exemption:**

- Students will also need to fill out an exemption form, which are available at wvc.edu/PublicHealth.
- Employees will receive exemption forms from Human Resources.

The “**Self-Attestation**” and “**Disciplinary Action**” sections require you to review both statements and click on the slider button. When you click on it, it will turn green and say “Yes.” This indicates that you’ve read and agree to both statements.

Questions?

If you have questions about the vaccine requirement or college policy regarding vaccines, please contact ics@wvc.edu. If you have questions about the form on ctclink, please contact the WVC IT Help Desk at helpdesk@wvc.edu.