BBCC – Student Self-Service Immunization Attestation Instructions

Purpose: Use this document as a reference for how to attest immunization status in ctcLink

1. **Sign into ctcLink** then select Student Homepage

2. Select the Immunization Attestation tile on the ctcLink Student Homepage.

3. On the COVID-19 Vaccination Attestation page, under the Vaccination Details section, select the appropriate **Immunization** choice from the drop-down list.

4. Select the "+" icon to add a row for the second dose. (The brands Moderna and Pfizer require two doses).

5. Enter or use the calendar feature for the **Date Taken** to select the date of immunization.

6. Answer the statement in the **Self Attestation** section by selecting the slider to display, "Yes I Agree".

7. Answer the statement in the **Disciplinary Action** section by selecting the slider to display, "Yes I Agree".

8. Select the “Submit” button.

**Note:** Selecting Submit automatically saves the information; no further action is required.

9. A message will appear confirming, “Immunization Attestation is Submitted successfully”.

10. Process Complete