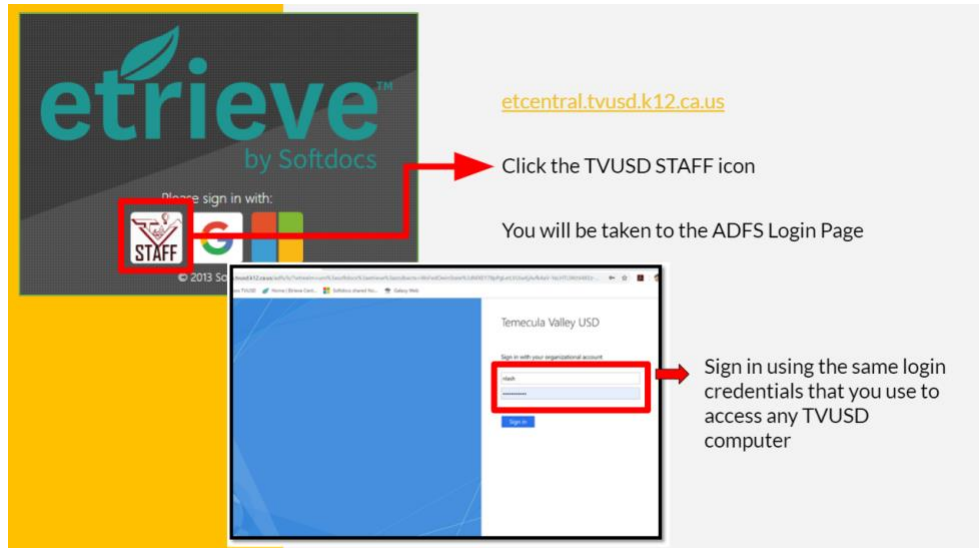


Accessing your COVID-19 Vaccine Employment Verification Letter in Etrieve

1. Go to the Etrieve website by clicking this link: <https://etcentral.tvusd.k12.ca.us/#/form/43>
2. Click the **TVUSD STAFF** icon on the left-side of the sign-in options
3. You will be taken to the ADFS Login Page, sign in using the same login credentials that you use to access any TVUSD computer (i.e. username: jdoe & password)



4. The COVID-19 Vaccine Employment Verification Letter should display automatically.
 - a. If you are not taken directly to the letter, click **Forms** in the menu on the left, scroll down to the **HR – Human Resources** section & locate the form titled **COVID-19 Vaccine Employment Verification**.
5. If you would like to include the address shown on your ID, please enter the address in the yellow box provided

The image shows a form for the COVID-19 Vaccine Employment Verification Letter. It includes the Temecula Valley Unified School District logo and name, the Superintendent's name (Jodi McClay, Ed. D.), and the Board of Education members (Barbara Brosch, Sandra Hinkson, Steve Loner, Steven Schwartz, Adam Skumawitz). The form is addressed to Courtney Fingerlin, with a yellow box for the address. The date is 01/15/2021 and the recipient is the COVID-19 Vaccine Provider.

6. Click **Print** at the bottom of your screen to print the letter
 - a. If an error occurs when attempting to print/download, please refresh your web browser & try again

