Request an exemption to the vaccine mandate

1. Go to [https://gateway.ctclink.us](https://gateway.ctclink.us)
2. Enter your ctcLink ID or EMPLID, then click next.
3. Enter your ctcLink password and click verify
   - If you forgot your password, click on “Password Help” and follow instructions provided.
4. Once you are logged in, select your homepage from the menu in ctcLink.
5. Select the Immunization Attestation tile (see below).

6. On the COVID-19 Vaccination Attestation page, activate the drop down list and select which exemption you are requesting (see below).
7. Answer the **Self Attestation** section statement by clicking on the slider to display, "Yes I Agree." *This means that all the information you put here on this page is true.*

8. Answer the **Disciplinary Action** section statement by clicking on the slider to display, "Yes I Agree." *This means that you understand that if you lied about your immunization status, about getting the vaccine, there will be consequences.*

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

10. You should see the message below, indicating you are finished.