

How to find your influenza vaccine in myUT for employees

Step 1. Login to: myut.utoledo.edu, employee tab

Step 2. Select *More Personal Info Options...*

UT HOME | UTMIC

ACCOUNT MAINTENANCE PARENT/GUEST PAYMENT WELCOME CONFIDENTIAL LOGOUT

my UT

EMPLOYEE UT COMMUNITY LIBRARY UTMIC UNIVERSITY DIRECTORY

MY TOOLKIT

- Personal/Office Information
- Legal Name Change Information
- SSN Change Information
- Update Addresses & Phones
- Update Office Address & Phone
- Update Emergency Contacts
- Update Marital Status
- Update Preferred First Name
- View E-mail Addresses
- More Personal Info Options...**
- Pay Details & Leave Balances
- View Pay Stubs
- Earnings History
- Direct Deposit Information
- Leave Balances
- Tax Forms
- Time Sheet
- More Employee Options...
- Other Services
- Request/Cancel Employee Meal Plan
- Request Door Access for HSC Proxy Card
- Request New/Replacement Rocket Card
- Request/Update Parking Permit
- Benefits Information
- Benefit Enrollment - New Hire/Newly Eligible
- Benefit Enrollment - Qualifying Events

EMAIL AND UTAD ACCOUNT

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

Outlook Web Access (for Faculty/Staff Exchange users)
Access your Utoledo Exchange email through this link.

My UT Account
Maintain your UTAD account information through this link.

Access your junk mail
Visit your junk mail folder to unjunk legitimate mail caught by our spam filter.

Rockets Email
Access your Rockets Email

TRAINING & CAREER DEVELOPMENT

Mandatory Compliance Training
Prior to your training, please refer to the Information Sheet for general and course-specific information.

Step3. Select Individual Immunization Compliance Report

Search Go [RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Personal Information

- [Update Addresses and Phones](#)
- [View E-mail Addresses](#)
- [Update E-mail Addresses](#)
- [Update Emergency Contacts](#)
- [Update Marital Status](#)
- [Legal Name Change Information](#)
- [Social Security Number Change Information](#)
- [Individual Immunization Compliance Report](#)**
- [Register Your Electronics Devices and Bikes](#)
- [Update Office Address and Phone](#)
- [Update Preferred First Name](#)

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