




Uploading CDC You Call the Shots Certificates

Add the certificate for the CDC YOU Call the Shots Training

1. Log into SIMON
2. Enter the Provider/Clinic
3. Go to Clinic Tools
4. Under Clinic Information> Go to Staff
5. Find your name as the Primary or Backup Vaccine coordinator
6. Click directly onto the Edit button
Clinic Staff Change Request 

Select or add a new clinic staff member to submit a change request. The change will take effect after the request is approved.

Showing 1 to 3 of 3 entries

| Name | Type | Phone | Audit | Action |
|-------------------|---|-------|---|--|
| BACKUP, VACCINE | NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS) | |  | EDIT  |
| COORDINATOR, TEST | NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS) | |  | EDIT  |


7. This should display your information for the clinic, At the bottom click the “Add Training” button
Training Section

| Course Name | CE Number | Completion Date | Upload Certificate | Add Training |
|-------------|-----------|-----------------|--------------------|---|
| | | | | <input type="button" value="Add Training"/> |

Add Training

Course Name

CE Number

Completion Date
 

Upload Certificate

8. Select the correct course for the correct certificate
9. Enter the Course Number
10. Enter the date of completion
11. Upload the Certificate
12. Click Save
13. The certificate should then populate in the Training Section
14. Repeat Steps to add the second certificate