

## How to register a certificate for sickness /accident absence

on your computer or your mobile (EPFL Campus app)

### 1. Absence registration

The screenshot shows the 'absences and presences' interface. Step 1 points to the calendar where the starting date (20/10/2020) is selected. Step 2 points to the 'Start date' and 'End date' fields in the form. Step 3 points to the 'Reason' dropdown menu. Step 4 points to the 'Save' button, which leads to the 'Announce' button.

**1 – Select starting date of your absence**

**2 – Provide starting and ending dates**

**3 – Specify incapacity reason**

**4 - Save**

### 2. Upload a medical certificate : if absence duration > 3 (resp. 5) days, a window will appear as below:

**The duration of your absence requires you to supply a medical certificate to your unit's administrator.**

If already available, you can upload the pdf or image directly here below, or you can do it later.

No Medical certificates **Add +**

Immediately add your medical certificate  
image format jpg, jpeg, gif, png, pdf (max size 10 MO)

**NB. Later upload of your certificate possible** in your absence account through the banner on the main page:



**Some of your sickness or accident absences need a medical certificates**

Please follow this link to check the status and upload missing medical certificates, if needed ▶ [Sickness or accident absences](#)

After 3 and then 6 days after the end of the absence, **automatic reminders** are sent to the user if no document is linked to a sickness or accident absence > 3/ 5 days.

### 3. Viewing, adding, deleting a document

- Uploaded certificates are accessible anytime by yourself and entitled persons by clicking on the absence in your calendar or in the « other absences » list ("Balance and holiday entitlement" menu page).
- Once confirmed by your unit, your medical certificate is also archived in your e-file.