

# Uploading Your COVID-19 Vaccine Record *Including Booster Doses*

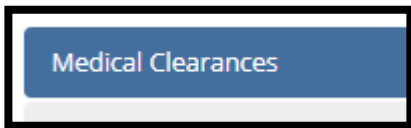
If you received your vaccine(s) from Columbia Health, your vaccine record is already in our system. No action required.

These instructions are only for Morningside and Manhattanville students that did not receive the vaccine from Columbia Health.

**This is a two-step process** – Part one is entering your vaccine date(s) and Part two is uploading the supporting documentation.

## PART ONE

- 1) Please use the Columbia Health Patient Portal - [secure.health.columbia.edu](https://secure.health.columbia.edu)
- 2) After log in, select 'Medical Clearances' from the left side menu



- 3) In the line labeled COVID-19 vaccine please click 'Update' to enter the record of your vaccine(s)

COVID-19 vaccine

Update

- 4) In the pop up box, select 'Add Immunization' to enter the date(s) of your vaccine(s) one at a time and select the vaccine you received. *If the vaccine you received is not on the list, please choose the COVID-19-unspec non-US admin option.*

After you've entered the details, click 'Save' for each dose.

### COVID-19 Vaccine ×

Add your COVID-19 immunization information below.

#### COVID-19 Vaccination Card Upload

**Upload**

Please upload a copy of your vaccination card.

#### COVID-19 Vaccine History

**Add Immunization**

Immunization	Administered Date	
COVID-19 mRNA-LNP spike 30 mcg	05/03/2021	<b>Edit</b> <b>Delete</b>

Cancel

Done

## PART TWO

- 5) Select 'Upload' to add your COVID-19 Vaccine documentation.

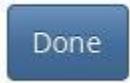
**Upload**

- 6) Select and attach the file and click 'Open'

- 7) If the item is readable, please click the 'Looks Good' button

**Looks Good**

- 8) Be sure to click the 'Done' button. This will allow Columbia Health to see and verify your immunizations and the required uploaded document(s).



- 9) After you upload and submit your entry will update from

No Data ⓘ

to

Awaiting Review ⓘ

## KEY NOTES

- **If you do not upload the required documentation, you will not be in queue for review and verification.**
- **“Awaiting review” means we are waiting to review your uploaded document and verify your immunization(s). As noted, if you do not upload the required documentation, you are NOT in queue for review.**
- You can upload more than one document, if needed.
- Accepted upload formats are: gif, jpg, png, and pdf. There is a 4MB file size limit.
- Please allow at least 15 business days for processing and verification.
- Do not resubmit, email, or call if your immunization record upload was less than 15 business days ago.