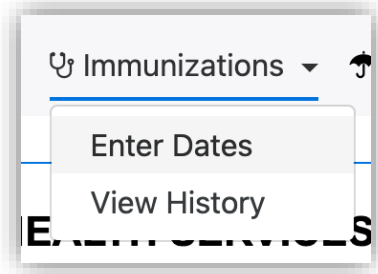


COVID-19 Vaccine Documentation Upload

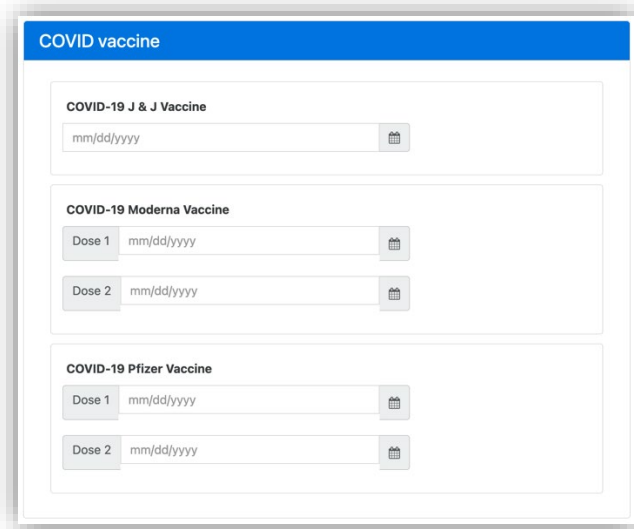
Step-by-Step Instructions for Mason Faculty & Staff

1. Log into the [Patient Portal](#).
 - a. [Click here](#) or go to shs.gmu.edu and click on Patient Portal from the homepage
2. Select the **Immunizations** menu, and then select **Enter Dates**.



3. Find your **vaccine manufacturer** (J&J (Janssen), Moderna, or Pfizer) under the blue **COVID vaccine** header, and enter the dates of your first dose **and** second dose (if applicable).

After entering the date(s), click the **Submit** button.

A screenshot of a web form titled 'COVID vaccine'. The form is divided into three sections, each with a blue header: 'COVID-19 J & J Vaccine', 'COVID-19 Moderna Vaccine', and 'COVID-19 Pfizer Vaccine'. Each section contains a date input field with a calendar icon. The 'COVID-19 J & J Vaccine' section has one input field. The 'COVID-19 Moderna Vaccine' section has two input fields labeled 'Dose 1' and 'Dose 2'. The 'COVID-19 Pfizer Vaccine' section has two input fields labeled 'Dose 1' and 'Dose 2'. Each input field contains the placeholder text 'mm/dd/yyyy'.

4. After entering the dates above, **upload** your vaccine documentation. Select **Upload** from the toolbar to upload a copy of your vaccination record. **This process is not considered complete until you have uploaded your documentation.**
5. Review the detailed guidance on screen on the **Upload** page. When you're ready, scroll to the bottom of the page and select **COVID Vaccine Documentation** from the dropdown menu. Then, click on **Select File** to browse for and upload your COVID vaccine documentation.

Documents available to be uploaded:
 COVID Vaccine Documentation
 GMU Immunization Record ONLY
 Immunization Support Documents: Lab Results, Shot Records, Exemptions
 Legal Name Change Documentation

Choose document you are uploading:

- ✓ COVID Vaccine Documentation
- GMU Immunization Record ONLY
- Immunization Support Documents: Lab Results, Shot Records, Exemptions
- Legal Name Change Documentation

Documents already on file

Choose document you are uploading:

COVID Vaccine Documentation

Select File

Documentation should include the following:	Acceptable File Formats
<ul style="list-style-type: none"> • Your First and Last Name • Your Date of Birth • Product Name / Manufacturer (e.g., Moderna) • Lot Number • Date of vaccination(s) • Name of Agency or practice where you received your vaccine <p>Please also write your G# on your vaccine documentation before uploading.</p>	<p>Documents:</p> <ul style="list-style-type: none"> • .PDF • .TXT <p>Images files:</p> <ul style="list-style-type: none"> • .PNG • .JPG • .TIFF • .GIF

6. Your record is now uploaded and is in queue for review. A staff member will review your date entries and documentation and will reach out if any additional information is needed. You will receive a message when your record has been validated.

Still have questions? Please email vaccine@gmu.edu for support.