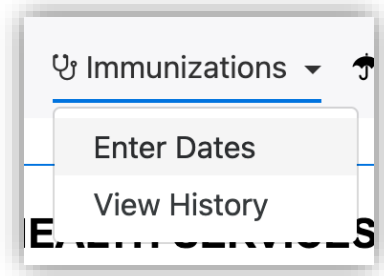# COVID-19 Vaccine Documentation Upload
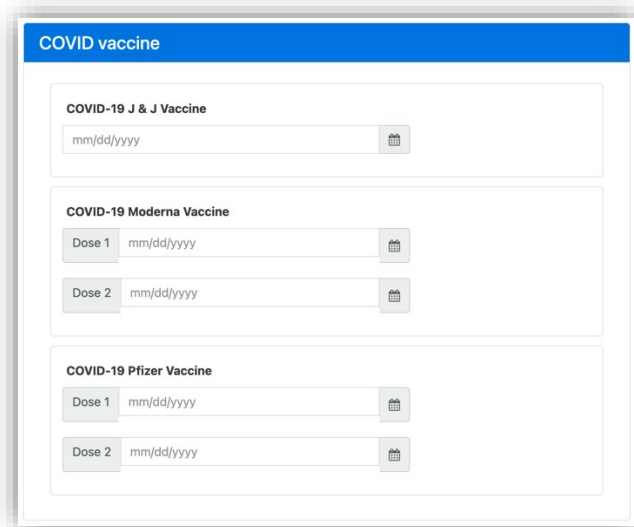*Step-by-Step Instructions for Mason Faculty & Staff*

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.

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.**
   s
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
• 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 **Please also write your G# on your vaccine documentation before uploading.**	**Documents:** • .PDF • .TXT **Images files:** • .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.