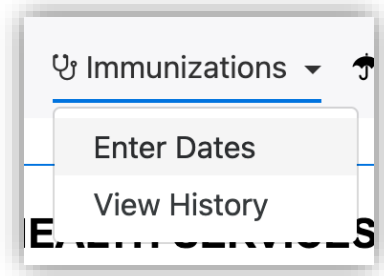


COVID-19 Vaccine Documentation Upload

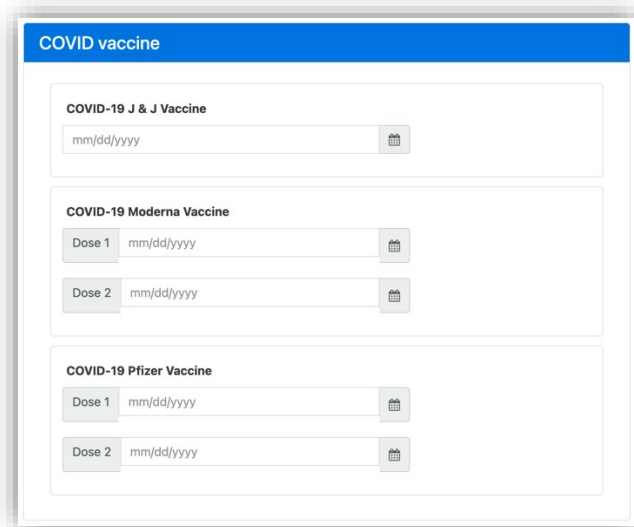
Step-by-Step Instructions for Mason Faculty & Staff

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' in a blue header. The form is divided into three sections for different vaccine manufacturers: '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' and 'COVID-19 Pfizer Vaccine' sections each have two input fields labeled 'Dose 1' and 'Dose 2'. All input fields are currently empty, showing the placeholder '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:

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.