

## Opportunity to Share Your Vaccination Status:

Step 1: Log into [SOLAR](#). Need help? Visit [Find Your SOLAR ID/Password](#).

Step 2: Go to ⇒ **COVID-19** ⇒ **COVID-19 Vaccination Record**. If you do not see this folder as an option, please [clear your browser cache](#), being sure to start a new browser session once your cache is cleared.



Step 3: Access list of possible vaccination types by toggling to the magnifying glass icon under the header “Vaccination Type.” *This is a mandatory field.*

The screenshot shows the 'Covid-19 Vaccination Record' form. At the top, there are fields for 'SBU ID:' and 'Name:'. Below these is a table with the following columns: '\*Vaccination Type', 'Vaccination Name', and 'Date of Final Dose'. The first row of the table has a magnifying glass icon in the '\*Vaccination Type' column, which is highlighted by a yellow arrow. At the bottom left of the form is a 'Save' button.

*Vaccination Type	Vaccination Name	Date of Final Dose
1 <input type="text"/>		<input type="text"/>

**Step 4: Choose the vaccination type** you received on the *final dose* of your two-dose vaccination series (i.e., Pfizer or Moderna) or the *only dose* you received of a single-dose vaccination (i.e., Johnson and Johnson). *This is a mandatory field.*

Look Up Vaccination Type

Search by: Immunization begins with

Look Up Cancel

Search Results

Immunization Description
C1JNJ Covid-19 Johnson & Johnson
C1MDN Covid-19 Moderna
C1PFZ Covid-19 Pfizer-BioNTech
C2AZX Covid-19 AstraZeneca (Oxford)
C2CVS Covid-19 Covishield
C2CVX Covid-19 Covaxin
C2NVX Covid-19 Novavax
C2SNP Covid-19 Sinopharm
C2SNV Covid-19 Sinovac (CoronaVac)
C2SPN Covid-19 Sputnik V
C9QTR Covid-19 - Other Vaccine

## Step 5

**5a: Enter the date** you received the *final dose* of the two-dose vaccination series or your *only dose* of the single-dose vaccination. *This is a mandatory field.*

**5b: Save your record** once all fields have been filled out.

SOLAR SYSTEM

Favorites Main Menu > Self Service > COVID-19

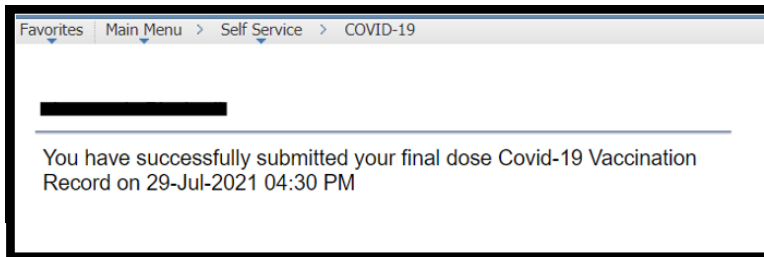
Covid-19 Vaccination Record

SBU ID: Name: Division:

Vaccination Type	Vaccination Name	Date of Final Dose
1 C1PFZ	Covid-19 Pfizer-BioNTech	07/01/2021

Save

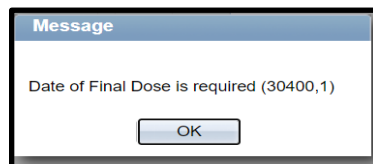
**Step 6:** After submitting, you will receive a confirmation message acknowledging receipt of your entry with a date/time stamp for your personal records.



## How to Troubleshoot Your Vaccination Record Entry:

→**Information Entered Incorrectly?** If you entered the wrong information, simply go back in, delete the record and enter the correct information.

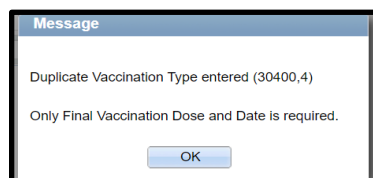
→***Date of Final Dose is required.*** If you receive this error message, it means that you left the Date of the Final Dose field empty. Please enter the date of your final dose as defined above and submit.



→***Vaccination Type required.*** If you receive this error message, it means that you left the Vaccination Type field empty. Please enter the vaccination type of your final dose as defined above and submit.



→***Duplicate Vaccination Type entered.*** If you receive this error message, it means that you added two vaccination types when only the *final* vaccination type is required. Please delete the duplicate entry and submit.



More Questions? Email [hrr\\_info@stonybrook.edu](mailto:hrr_info@stonybrook.edu)