

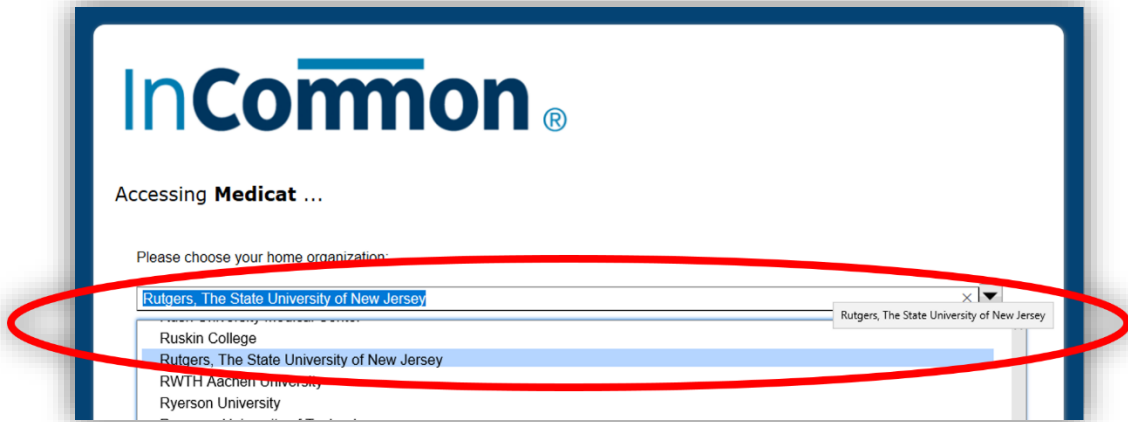
## How to Upload COVID-19 Vaccination Documentation

### Step 1: Click on [Rutgers Student Immunization portal](#)

You will arrive to a screen with a blue background

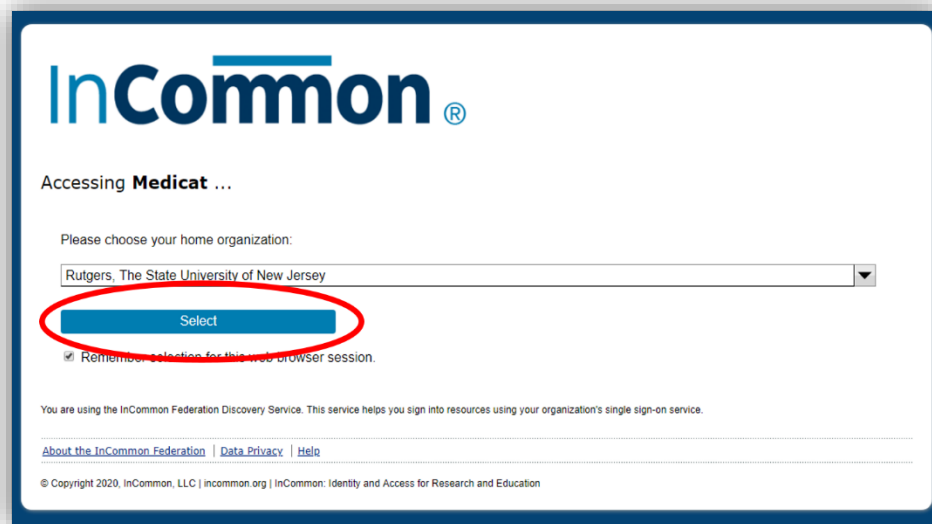
### Step 2: Select “Rutgers, The State University of New Jersey”

→ You can type “Rutgers” into search bar OR scroll until you find “Rutgers, The State University of New Jersey” in the drop down menu.



### Step 3: Hit the submit button directly under the search field

→ You will be redirected to the Rutgers Immunization Portal (Rutgers Red logo will be in the upper left-hand side)

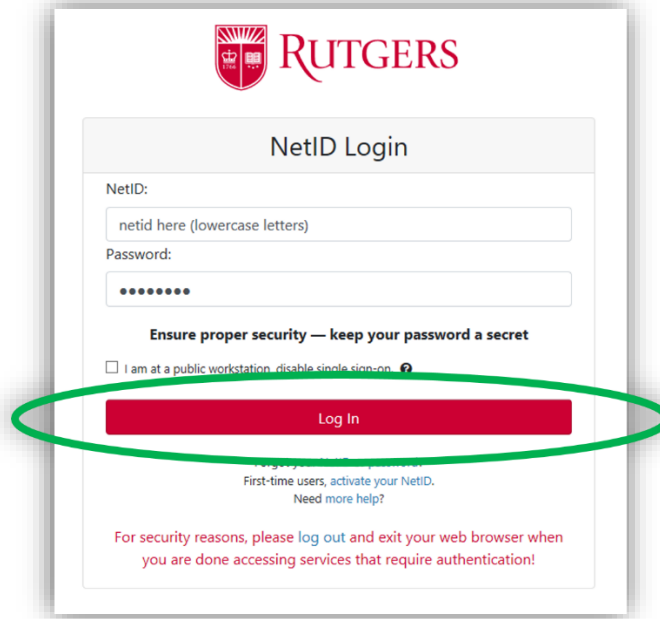


→ If student’s NetID has yet to be activated, you will receive the following message:

*You may login using your Rutgers NetID and Password. If you are seeing this page, then your NetID is not found in our application. There is a possible 2-3 day delay in getting your newly activated NetID into the application. Please be patient and allow for the application to be appropriately updated. Sorry for the inconvenience.*

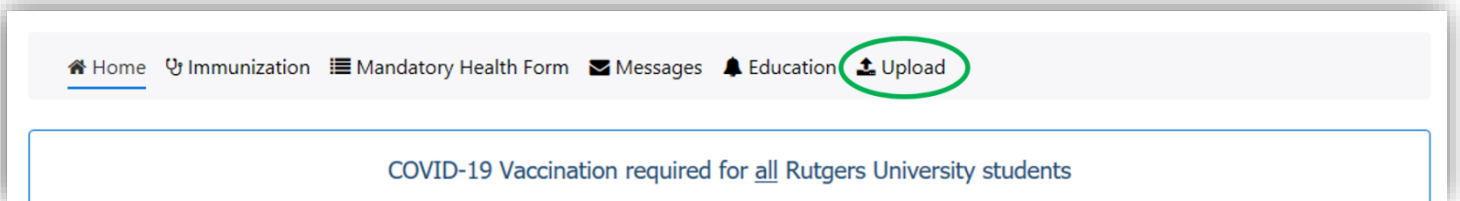
*If you continue to have issues gaining access to this site, please e-mail [vaccine@echo.rutgers.edu](mailto:vaccine@echo.rutgers.edu)*

## Step 4: Enter NetID and Password

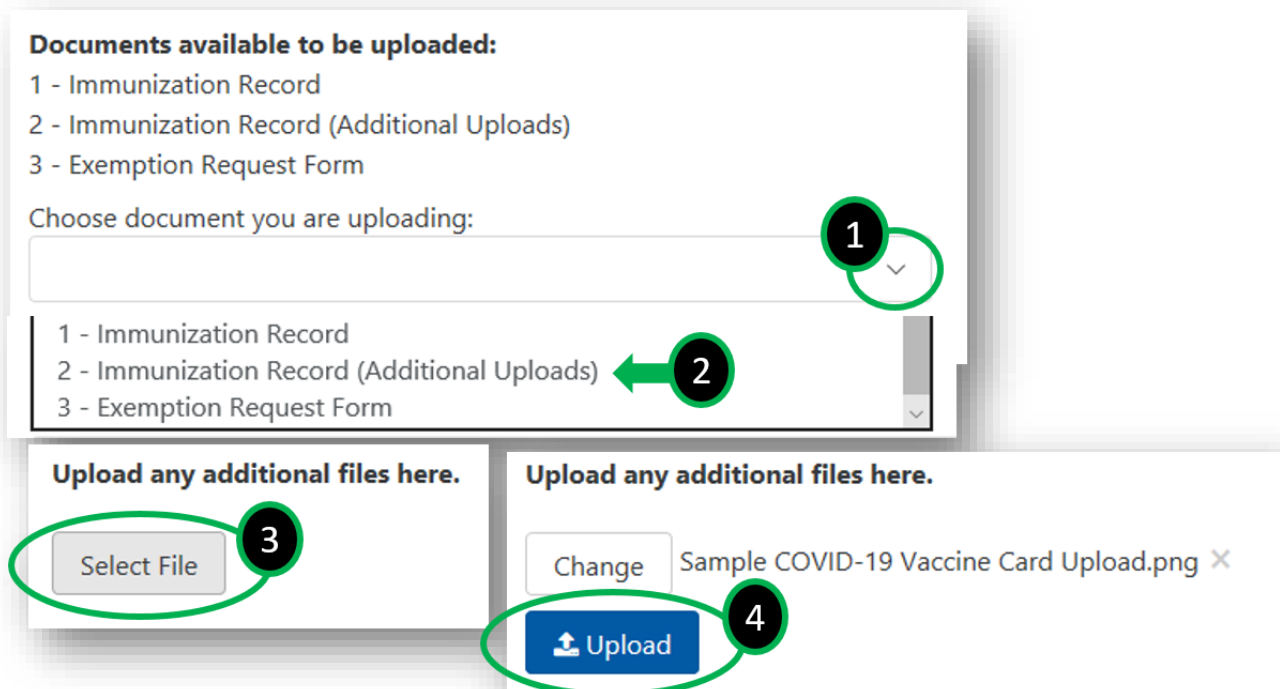


The image shows the Rutgers NetID Login page. At the top is the Rutgers logo. Below it is the heading "NetID Login". There are two input fields: "NetID:" with the placeholder text "netid here (lowercase letters)" and "Password:" with a masked password "••••••". Below the password field is a security warning: "Ensure proper security — keep your password a secret". There is a checkbox labeled "I am at a public workstation, disable single sign-on." and a red "Log In" button. Below the button are links for "First-time users, activate your NetID." and "Need more help?". At the bottom, there is a security notice: "For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!". A green oval highlights the "Log In" button.

## Step 5: Select the "upload file" option at the top right of the page



## Step 6: At the bottom of the page, choose from the drop-down "Immunization Record (Additional Uploads)," then upload the image of your COVID-19 card and finally click the "Upload" button



The image shows the document upload interface. It is divided into two main sections. The top section is titled "Documents available to be uploaded:" and lists three options: "1 - Immunization Record", "2 - Immunization Record (Additional Uploads)", and "3 - Exemption Request Form". Below this list is a drop-down menu labeled "Choose document you are uploading:". The drop-down menu is open, showing the same three options. A green circle with the number "1" is around the drop-down arrow, and a green arrow with the number "2" points to the "2 - Immunization Record (Additional Uploads)" option. The bottom section is titled "Upload any additional files here." and contains a "Select File" button circled in green with a green circle and the number "3". To the right of this section, another "Upload any additional files here." section shows a file named "Sample COVID-19 Vaccine Card Upload.png" with a "Change" button and an "Upload" button circled in green with a green circle and the number "4".