

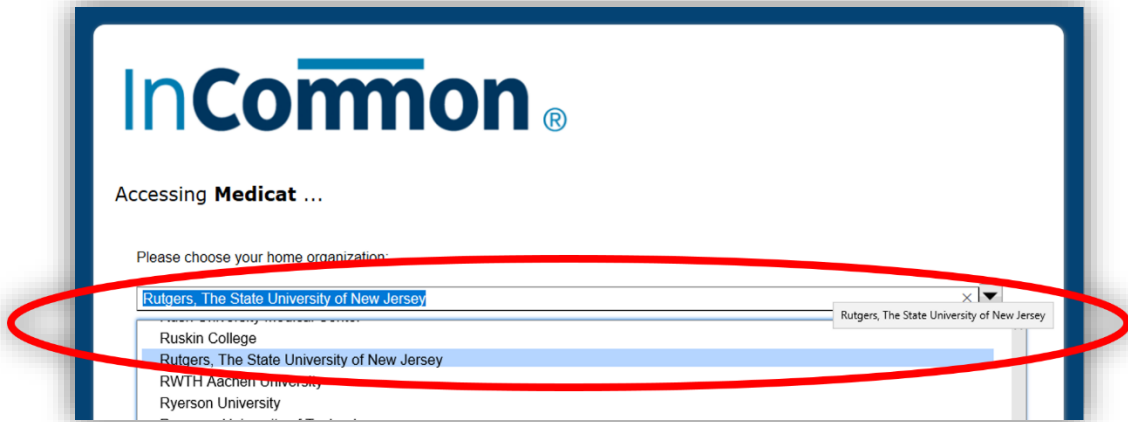
How to Upload COVID-19 Vaccine Exemption Request Form

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

→ You will arrive to a screen with a blue background

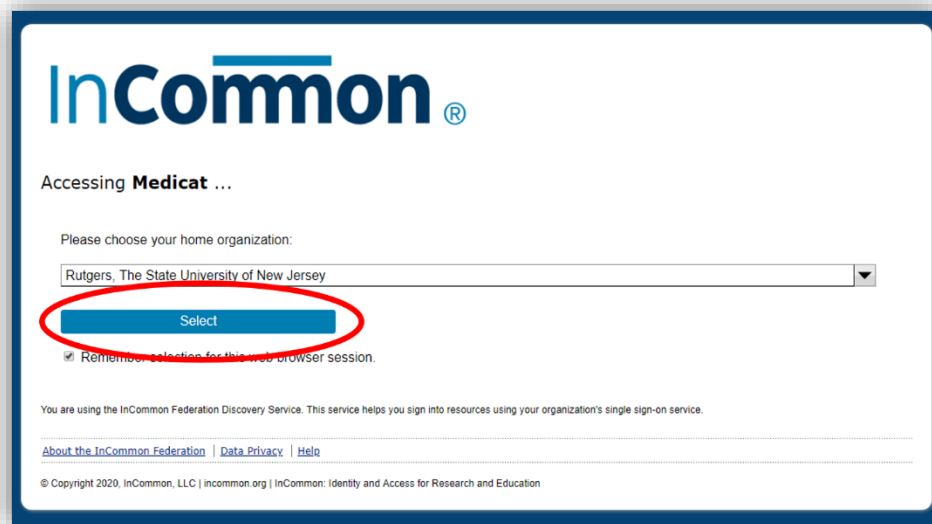
Step 2: Select “Rutgers, The State University of New Jersey”

→ 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

Step 4: Enter NetID and Password

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

Step 5: Scroll down and select the “click here for the exemption request form” option to download the document

The screenshot shows the Rutgers COVID-19 Vaccination page. At the top is a navigation bar with links for Home, Immunization, Mandatory Health Form, Messages, Education, and Upload. The main heading is "COVID-19 Vaccination required for all Rutgers University students". Below this is a red arrow pointing down to a green circle containing the text "Click here for the exemption request form.". Below the circle is a link "Report Accessibility Barrier / Provide Feedback form.". At the bottom, there is a notice about accessibility: "Rutgers is an equal access/equal opportunity institution. Individuals with disabilities are encouraged to direct suggestions, comments, or complaints concerning any accessibility issues with Rutgers websites to accessibility@rutgers.edu or complete the Report Accessibility Barrier / Provide Feedback form."

Step 6: After filling out the “Exemption Request Form,” please upload the document following the steps below

The screenshot shows the Rutgers Upload page. At the top is a navigation bar with links for Home, Immunization, Mandatory Health Form, Messages, Education, and Upload. The "Upload" button is circled in green and labeled "1". Below the navigation bar is a "NOTICE" section with text about the criminal offense of submitting a falsified government document. Below the notice is a section titled "Documents available to be uploaded:" with a list: "1 - Immunization Record", "2 - Immunization Record (Additional Uploads)", and "3 - Exemption Request Form". Below the list is a dropdown menu labeled "Choose document you are uploading:" with "3 - Exemption Request Form" selected. The dropdown menu is circled in green and labeled "2". Below the dropdown menu is a "Select File" button, which is circled in green and labeled "3".