How to Upload COVID-19 Vaccine Exemption Request Form

Step 1: Click on <u>Rutgers Student Immunization portal</u>

→ 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.

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Please choose your home organization	
Rutgers, The State University of New Jersey	× V
Ruskin College	Rutgers, The State University of New Jersey
Rutgers, The State University of New Jersey	
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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)

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You are using the InCommon Federatio	Discovery Service. This service helps you sign into resources using your organization's single sign-on service.
About the InCommon Federation	Data Privacy Help
© Copyright 2020, InCommon, LLC in	ommon.org InCommon: Identity and Access for Research and Education

→ 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 <u>vax411@rbhs.rutgers.edu</u>

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word:
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Ensure proper security — keep your password a secret
am at a public workstation, disable single sign-on.
Log In
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First-time users, activate your NetID. Need more help?

Step 5: Scroll down and click <u>form</u> to complete the exemption request form.

Immunization Packet

To find your immunization packet, please visit https://www.rutgers.edu/student-immunizations and select the appropriate student population.

Exemption Requests

If you would like to request a medical or religious exemption, please use this form.

Questions

Send a secure message through this portal. Select Messages to review and send secure messages.

Step 6: After filling out the "Exemption Request Form," please upload supporting documents by clicking upload then 'select file' next to *exemption request upload*.

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Home Mununizations Upload Mandatory Health	A FEW IMPORTANT NOTES The file must be in one of the following formats: gft.ong.tiff.tft.jpg.jpeg.txt.pdf The file must be smaller than 30mb, scanned in black and white, or at a setting of 1500pt to achieve a smaller file. Please make sure your name and date of birth are on all supporting documentation.	
Messages	NOTICE Submission of a document which falsely purports to be a government document is a criminal offense under the laws of the State of New Jersey and the United States of America. By submitting your record of vaccination to this portal, you certify that (a) you received the full course of the vaccine as described on the record and (b) that the vaccine record was issued by an approved vaccination site and not altered in any way. You authorize Rutgers University to confirm the accuracy of this record with the issuer and public health authorities. You acknowledge that if the University determines any information submitted to this vaccine portal is false or misleading, you are subject to discipline, including without limitation dismissal.	
EducationMy Profile		
	Upload Documents	
	1 - Immunization Record	
	2 - Immunization Record (Additional Uploads)	
4	Upload any additional files here. 3 - Exemption Request Upload Select File	