

Instructions on Uploading COVID-19 Vaccine Records

1. Go to Rutgers.medicatconnect.com
2. Choose Rutgers University from the drop down
3. Login using your Rutgers credentials



Accessing **Medicat** ...

Please choose your home organization:

Enter the name of the organization you are affiliated with...

Select

☒ Remember selection for this web browser session.

You are using the InCommon Federation Discovery Service. This service helps you sign into resources using your organization's single sign-on service.

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NetID Login

NetID:

Password:

Ensure proper security — keep your password a secret

☐ I am at a public workstation, disable single sign-on. [?](#)

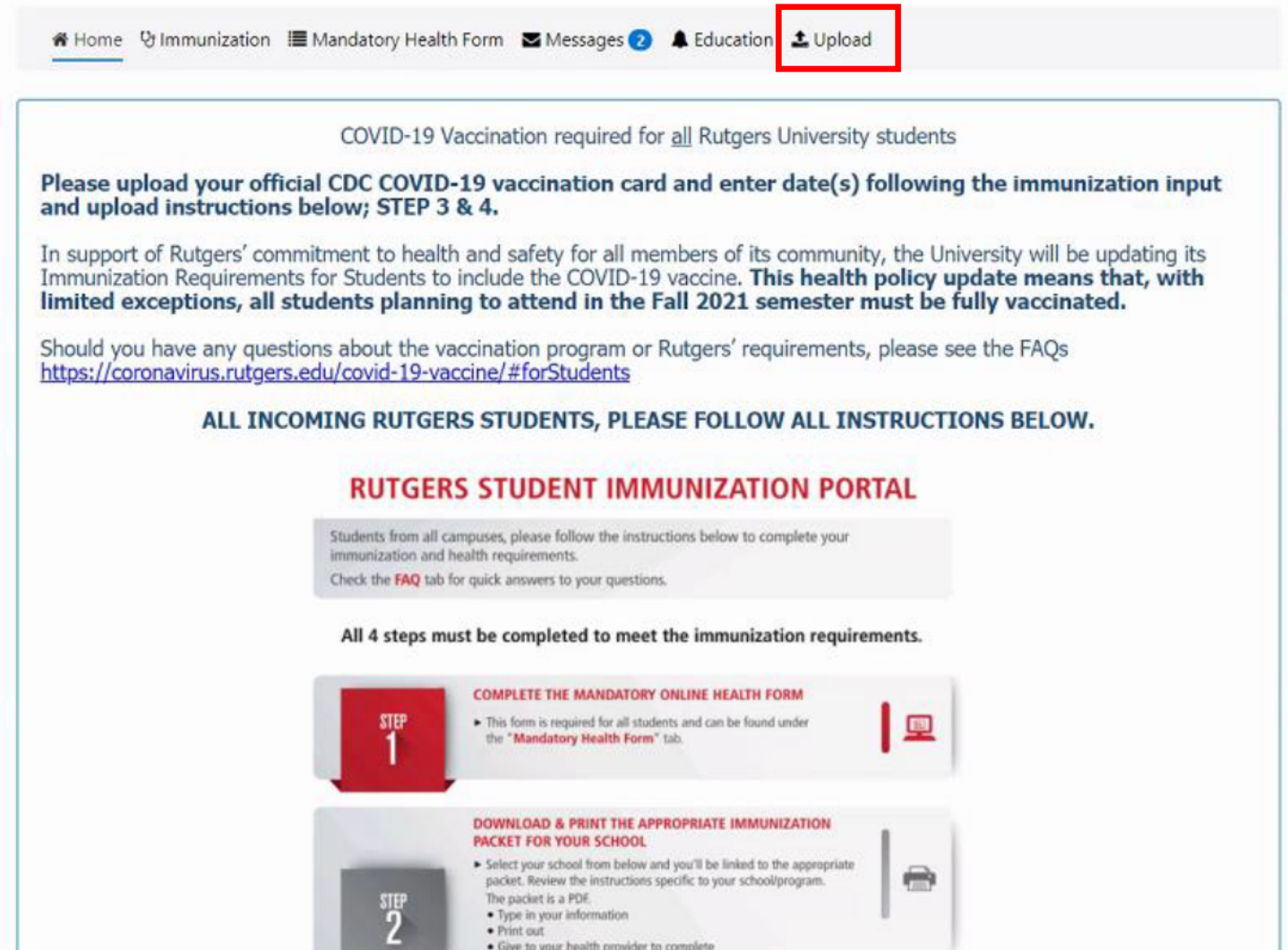
Log In

Forgot your [NetID](#) or [password](#)?
First-time users, [activate your NetID](#).
Need [more help](#)?

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

Instructions on Uploading COVID-19 Vaccine Records

4. Select the upload tab



The screenshot shows the Rutgers Student Immunization Portal. The navigation bar at the top includes links for Home, Immunization, Mandatory Health Form, Messages (2), Education, and Upload. The 'Upload' link is highlighted with a red box. Below the navigation bar, the main content area is titled 'COVID-19 Vaccination required for all Rutgers University students'. It contains instructions to upload the official CDC COVID-19 vaccination card and enter the date(s) following the immunization input and upload instructions below, specifically STEP 3 & 4. A paragraph explains that in support of Rutgers' commitment to health and safety, the University will be updating its Immunization Requirements for Students to include the COVID-19 vaccine. It states that this health policy update means that, with limited exceptions, all students planning to attend in the Fall 2021 semester must be fully vaccinated. A link to the FAQs is provided: <https://coronavirus.rutgers.edu/covid-19-vaccine/#forStudents>. Below this, a bold statement reads: 'ALL INCOMING RUTGERS STUDENTS, PLEASE FOLLOW ALL INSTRUCTIONS BELOW.' The main heading is 'RUTGERS STUDENT IMMUNIZATION PORTAL'. A subheading states: 'Students from all campuses, please follow the instructions below to complete your immunization and health requirements. Check the FAQ tab for quick answers to your questions.' A bold statement reads: 'All 4 steps must be completed to meet the immunization requirements.' The steps are listed in a vertical sequence. Step 1 is 'COMPLETE THE MANDATORY ONLINE HEALTH FORM'. It includes a subinstruction: 'This form is required for all students and can be found under the "Mandatory Health Form" tab.' Step 2 is 'DOWNLOAD & PRINT THE APPROPRIATE IMMUNIZATION PACKET FOR YOUR SCHOOL'. It includes a subinstruction: 'Select your school from below and you'll be linked to the appropriate packet. Review the instructions specific to your school/program. The packet is a PDF.' It also lists three bullet points: 'Type in your information', 'Print out', and 'Give to your health provider to complete'.

Home Immunization Mandatory Health Form Messages 2 Education Upload

COVID-19 Vaccination required for all Rutgers University students

Please upload your official CDC COVID-19 vaccination card and enter date(s) following the immunization input and upload instructions below; STEP 3 & 4.

In support of Rutgers' commitment to health and safety for all members of its community, the University will be updating its Immunization Requirements for Students to include the COVID-19 vaccine. **This health policy update means that, with limited exceptions, all students planning to attend in the Fall 2021 semester must be fully vaccinated.**

Should you have any questions about the vaccination program or Rutgers' requirements, please see the FAQs <https://coronavirus.rutgers.edu/covid-19-vaccine/#forStudents>

ALL INCOMING RUTGERS STUDENTS, PLEASE FOLLOW ALL INSTRUCTIONS BELOW.

RUTGERS STUDENT IMMUNIZATION PORTAL

Students from all campuses, please follow the instructions below to complete your immunization and health requirements.
Check the **FAQ** tab for quick answers to your questions.


All 4 steps must be completed to meet the immunization requirements.

STEP 1 **COMPLETE THE MANDATORY ONLINE HEALTH FORM**
► This form is required for all students and can be found under the "Mandatory Health Form" tab.


STEP 2 **DOWNLOAD & PRINT THE APPROPRIATE IMMUNIZATION PACKET FOR YOUR SCHOOL**
► Select your school from below and you'll be linked to the appropriate packet. Review the instructions specific to your school/program. The packet is a PDF.
• Type in your information
• Print out
• Give to your health provider to complete

Instructions on Uploading COVID-19 Vaccine Records

5. Scroll down to “Documents available to be uploaded”
6. Select “Immunization Record
7. Upload your COVID-19 immunization record



- ▶ Scan immunization documents.
- ▶ If applicable, scan laboratory reports and radiology reports.
- ▶ Scanning can be done in any word processor like Word or Google Docs, or in a scanning app like Office Lens or Cam-scanner.
- ▶ We recommend saving as a PDF file.
- ▶ Only pdf, jpg, jpeg and gif files with a maximum size of 30MB can be accepted.



- ▶ Upload PDF file below.
- ▶ If file was uploaded successfully it will appear under “Documents already on file”

CONTINUE TO STEP 4 (FINAL STEP)

- You **MUST** enter your immunization dates under the [IMMUNIZATION](#) tab to become compliant with your requirements.

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.

Documents available to be uploaded:

1 - Immunization Record

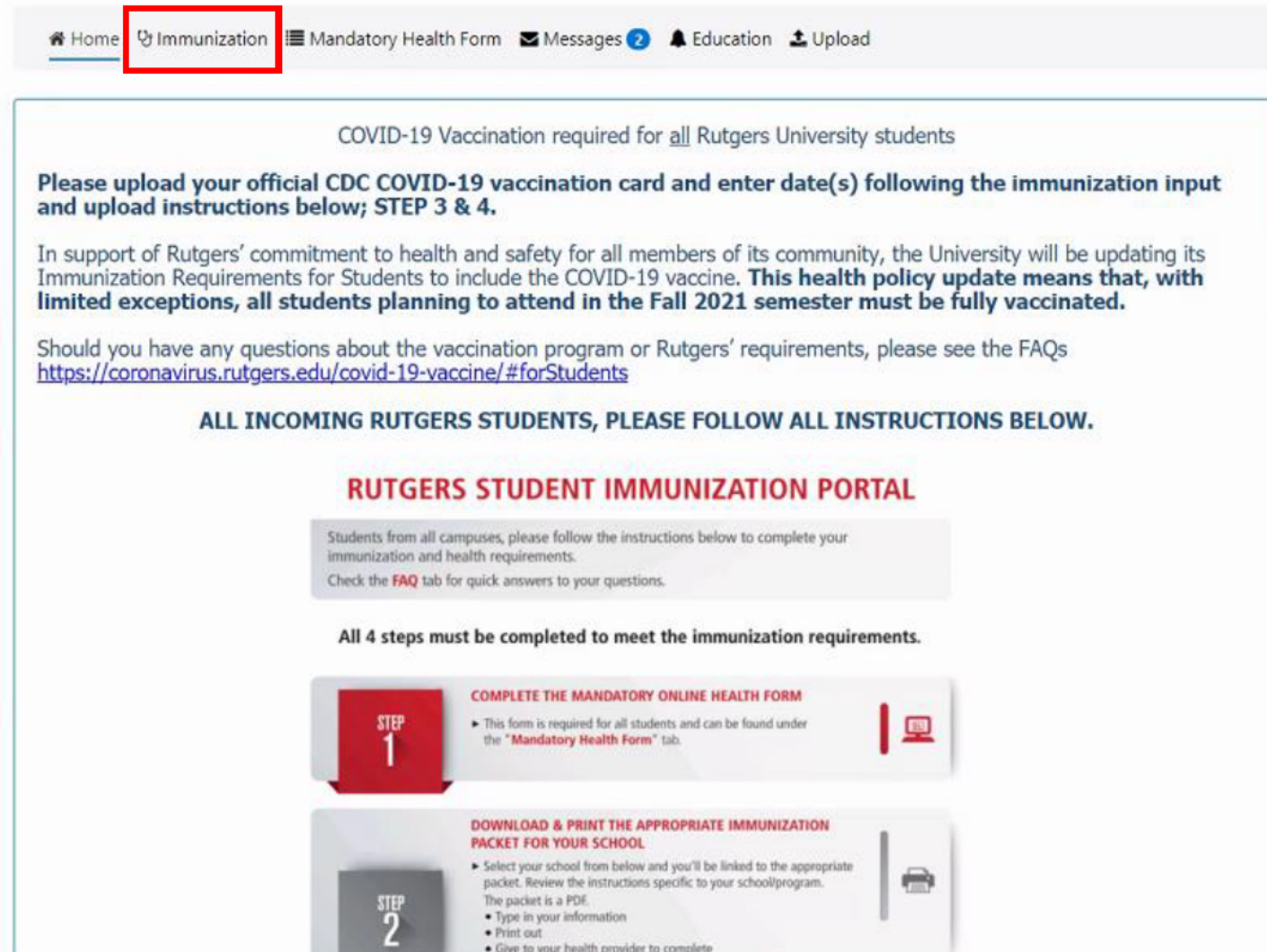
1 - Immunization Record

2 - Immunization Record (Additional Uploads)

3 - Exemption Request Form

Instructions on Uploading COVID-19 Vaccine Records

8. Go back to the top and select the “immunization” tab



The screenshot shows the Rutgers Student Immunization Portal. At the top, a navigation bar includes links for Home, Immunization (highlighted with a red box), Mandatory Health Form, Messages (2), Education, and Upload. The main content area is titled "COVID-19 Vaccination required for all Rutgers University students". It instructs users to upload their official CDC COVID-19 vaccination card and enter date(s) following the immunization input and upload instructions below, specifically STEP 3 & 4. A paragraph explains that in support of Rutgers' commitment to health and safety, the University is updating its Immunization Requirements for Students to include the COVID-19 vaccine. It states that this health policy update means that, with limited exceptions, all students planning to attend in the Fall 2021 semester must be fully vaccinated. A link to the FAQs is provided: <https://coronavirus.rutgers.edu/covid-19-vaccine/#forStudents>. Below this, a bold statement reads: "ALL INCOMING RUTGERS STUDENTS, PLEASE FOLLOW ALL INSTRUCTIONS BELOW." The section is titled "RUTGERS STUDENT IMMUNIZATION PORTAL". A note states: "Students from all campuses, please follow the instructions below to complete your immunization and health requirements. Check the FAQ tab for quick answers to your questions." A bold instruction says: "All 4 steps must be completed to meet the immunization requirements." The steps are listed in a vertical sequence: STEP 1: COMPLETE THE MANDATORY ONLINE HEALTH FORM. This form is required for all students and can be found under the "Mandatory Health Form" tab. STEP 2: DOWNLOAD & PRINT THE APPROPRIATE IMMUNIZATION PACKET FOR YOUR SCHOOL. Select your school from below and you'll be linked to the appropriate packet. Review the instructions specific to your school/program. The packet is a PDF. Type in your information. Print out. Give to your health provider to complete.

Home Immunization Mandatory Health Form Messages 2 Education Upload

COVID-19 Vaccination required for all Rutgers University students

Please upload your official CDC COVID-19 vaccination card and enter date(s) following the immunization input and upload instructions below; STEP 3 & 4.

In support of Rutgers' commitment to health and safety for all members of its community, the University will be updating its Immunization Requirements for Students to include the COVID-19 vaccine. **This health policy update means that, with limited exceptions, all students planning to attend in the Fall 2021 semester must be fully vaccinated.**

Should you have any questions about the vaccination program or Rutgers' requirements, please see the FAQs <https://coronavirus.rutgers.edu/covid-19-vaccine/#forStudents>

ALL INCOMING RUTGERS STUDENTS, PLEASE FOLLOW ALL INSTRUCTIONS BELOW.

RUTGERS STUDENT IMMUNIZATION PORTAL

Students from all campuses, please follow the instructions below to complete your immunization and health requirements.
Check the **FAQ** tab for quick answers to your questions.

All 4 steps must be completed to meet the immunization requirements.

STEP 1 **COMPLETE THE MANDATORY ONLINE HEALTH FORM**

- This form is required for all students and can be found under the "Mandatory Health Form" tab.

STEP 2 **DOWNLOAD & PRINT THE APPROPRIATE IMMUNIZATION PACKET FOR YOUR SCHOOL**

- Select your school from below and you'll be linked to the appropriate packet. Review the instructions specific to your school/program. The packet is a PDF.
- Type in your information
- Print out
- Give to your health provider to complete

Instructions on Uploading COVID-19 Vaccine Records

9. Go down to COVID-19 Immunization and click on the drop down arrow

The screenshot shows the Rutgers University Immunization portal. At the top is a navigation bar with links: Home, Immunization, Mandatory Health Form, Messages (2), Education, and Upload. The main content area is titled "STEP 4 OF 4 ENTER YOUR IMMUNIZATION DATES". It includes instructions: "Please enter your immunization dates below. You may be required to enter dates for some but not all of the immunizations listed." and "Refer to your program's checklist provided in your immunization packet for details." It also mentions that the "Print History" link shows information on file for the user. Below this, a bold instruction says "Please read these instructions CAREFULLY." followed by three red triangle icons and text: "Click on My Immunization Record (under Print History) below, to display your immunization status and entry areas.", "Using your immunization record and any supporting documents such as laboratory reports and/or radiology reports, enter applicable dates and test results.", and "Remember you will only be considered compliant if you have completed all 4 steps." A link "Review your Rutgers Immunization history here" is provided. At the bottom, there is a "Print" button, a "Compliant" status indicator, and a table with two rows: "My Immunization Record" and "COVID-19 Immunization". The "COVID-19 Immunization" row has a red box around its dropdown arrow. To the right of the table is a "Submit" button and a note: "Enter one or all immunizations and then click the Submit button once."

Home Immunization Mandatory Health Form Messages 2 Education Upload

STEP 4 OF 4

ENTER YOUR IMMUNIZATION DATES

- ▶ Please enter your immunization dates below. You may be required to enter dates for some but not all of the immunizations listed.
- ▶ Refer to your program's checklist provided in your immunization packet for details.
- ▶ The information listed under the "[Print History](#)" is the immunization information that Rutgers University has on file for you.

Please read these instructions CAREFULLY.

- ▼ Click on My Immunization Record (under Print History) below, to display your immunization status and entry areas.
- ▼ Using your immunization record and any supporting documents such as laboratory reports and/or radiology reports, enter applicable dates and test results.
- ! Remember you will only be considered compliant if you have completed all 4 steps.

[Review your Rutgers Immunization history here](#)

Print Compliant

My Immunization Record	Complete ▼
COVID-19 Immunization	▼

Enter one or all immunizations and then click the Submit button once.

Submit

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10. Enter your COVID-19 immunization date(s) and click submit

The screenshot displays a web interface for managing immunization records. At the top, a green 'Print' button is on the left, and a red 'Compliant' status indicator is on the right. Below this is a blue header bar with 'My Immunization Record' and a 'Complete' dropdown menu. A secondary blue bar is labeled 'COVID-19 Immunization'. The main content area lists two requirements, both with 'No Data' status. Below these are three vaccine entry sections: 'Janssen COVID-19 Vaccine' with a single date field; 'Moderna COVID-19 Vaccine' with two dose-specific date fields; and 'Pfizer-BioNTech COVID-19 Vaccine' with two dose-specific date fields. All date fields are labeled 'mm/dd/yyyy' and include a calendar icon. A right-hand sidebar contains instructions: 'Enter one or all immunizations and then click the Submit button once.' and a blue 'Submit' button.

Print

Compliant

My Immunization Record Complete ▾

COVID-19 Immunization ▲

COVID-19 Immunization Requirement 1
No Data

COVID-19 Immunization Requirement 2
No Data

Janssen COVID-19 Vaccine

mm/dd/yyyy

Moderna COVID-19 Vaccine

Dose 1 mm/dd/yyyy

Dose 2 mm/dd/yyyy

Pfizer-BioNTech COVID-19 Vaccine

Dose 1 mm/dd/yyyy

Dose 2 mm/dd/yyyy

Enter one or all immunizations and then click the Submit button once.

Submit

Rutgers Policy on COVID-19 Vaccination

- All students planning to attend in the Fall 2021 semester must be fully vaccinated by August 1st with limited exception.
- Updated immunization policy:
 - Policy 10.3.14 Interim COVID-19 Immunization Record Requirement for Students
 - <https://policies.rutgers.edu/view-policies/academic-%E2%80%93-section-10#3>
- Rutgers Students COVID-19 Vaccine Q&A
 - <https://coronavirus.rutgers.edu/covid-19-vaccine/#forStudents>