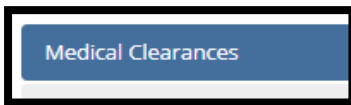


Uploading Your COVID-19 Vaccine Record

These instructions are only for those who *did not* receive their vaccine from CUIMC Student Health on Haven in its offices located at 100 Haven Avenue. **If you received your vaccine in our offices, your vaccine record is already in our system.**

- 1) Navigate to the CUIMC Student Health on Haven Patient Portal: portal.studenthealth.cuimc.columbia.edu

- 2) After logging in, **select 'Medical Clearances'** from the left side menu.



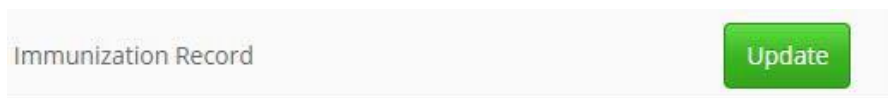
- 3) In the line labeled COVID-19 vaccine, **click 'Update'** to enter the record of your past vaccine(s).



- 4) In the pop up box, **enter the date(s) of your vaccine(s) and select the vaccine you received.** *If the vaccine you received is not on the list, please choose the COVID19NOS option.* After you've entered the details, **click 'Done.'**

A screenshot of a pop-up form titled "Doses of Covid-19 Vaccine". It contains two rows of input fields. The first row has a "Date 1" field with a date placeholder "MM/DD/YYYY" and a "Vaccine1" dropdown menu with "Select one..." and a downward arrow. The second row has a "Date 2" field with a date placeholder "MM/DD/YYYY" and a "Vaccine2" dropdown menu with "Select one..." and a downward arrow.

- 5) **Select 'Update'** next to Immunization Record.



- 6) **Select 'Upload'** to add your COVID-19 vaccine documentation.



- 7) Select and attach the file and **click 'Open.'**

- 8) If the item is readable, **click the 'Looks Good' button.**



- 9) Be sure to **click the 'Save'** button. This will allow CUIMC Student Health on Haven to see and verify your vaccine record.



- 10) After you upload and submit your entry, it will **update from 'No Data' to 'Awaiting Review.'**
- 11) **'Additional Uploads'** is available if you have already submitted past immunization records
- 12) Accepted upload formats include **gif, jpg, png, and pdf**. There is a **4MB** file size limit.
- 13) Please allow **up to 10 business days** for processing and verification.