

How to upload your vaccine information in 7 STEPS

01 Login to the Student Health Portal using your MyGeneva credentials: <http://geneva.studenthealthportal.com>

02 Click on the black "My Forms" Tab, then select the "COVID-19 Vaccine" form.

The screenshot shows the Geneva College Health Portal. The top navigation bar includes 'Home', 'My Profile', 'Messages', 'My Forms' (highlighted with a red circle), 'Appt. Scheduling', 'Document Upload', and 'Log Off'. Below the navigation bar, the 'Welcome to the Geneva College Health Portal' message is displayed. A table lists the forms that need to be completed:

Form Name	Form Type	Appointment Date	Instructions
COVID-19 Vaccine	Immunization	N.A.	

03 Fill out the immunization form by selecting the date and type of vaccine you received. If you received a one dose vaccine (Johnson & Johnson), you may leave the second date empty.

The screenshot shows the 'COVID-19 Vaccine' form. The 'Manufacturer' dropdown menu is open, showing options for COVID-19 Moderna 1st and 2nd Dose Vaccine, COVID-19 Pfizer-BioNTech 1st and 2nd Dose Vaccine, COVID-19 Janssen (Johnson & Johnson) Vaccine, and Other COVID-19 1 Dose Vaccine, Other COVID-19 2 Dose 1st Dose Vaccine, and Other COVID-19 2 Dose 2nd Dose Vaccine. The 'Select File' button for uploading a vaccination card is highlighted with a red circle.

04 Upload a photo of your vaccine card under the "Photo Upload" option.

05 If your vaccine series is complete, click on the green "Submit" button. If you are waiting on a second dose (i.e., gotten your first dose, but not the second), you can select the blue "Complete Later" option that will save your progress for a later date.

06 Provide your signature at the bottom of the form.

07 Congratulations! Your Vaccine is now saved to your Student Health Immunization Record!