



# SUNY VACCINATION VERIFICATION APPLICATION GUIDE

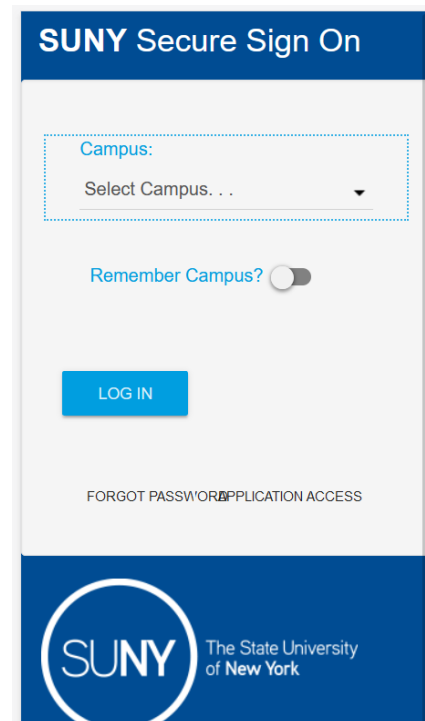
## Web Application URL

<https://suny.edu/StudentVaccinationPass/>

**Note:** Application will auto-detect mobile browser and display mobile browser version of the application where applicable.

## SUNY Student Vaccination entry screen (mobile)

1. **Log in** by choosing your campus from the dropdown and entering in your user credentials. For students who associate with multiple campuses, select one campus. The student will be able to associate with additional campuses later in the process.



The screenshot shows the 'SUNY Secure Sign On' mobile interface. At the top is a blue header with the text 'SUNY Secure Sign On'. Below the header is a form area with a 'Campus:' label and a dropdown menu showing 'Select Campus. . .'. Underneath the dropdown is a 'Remember Campus?' toggle switch. A blue 'LOG IN' button is positioned below the toggle. At the bottom of the form area, there is a link for 'FORGOT PASSWORD/APPLICATION ACCESS'. The bottom of the screen features a blue footer with the SUNY logo and the text 'The State University of New York'.

2. **Vaccination Information entry screen**  
Enter in your personal information **exactly as was provided on the CDC Vaccination Forms at the time of your vaccination appointment.**

All fields marked with a red asterisk (\*) are required for submitting this form.

**DOB:** Date of Birth – enter the numeric date.

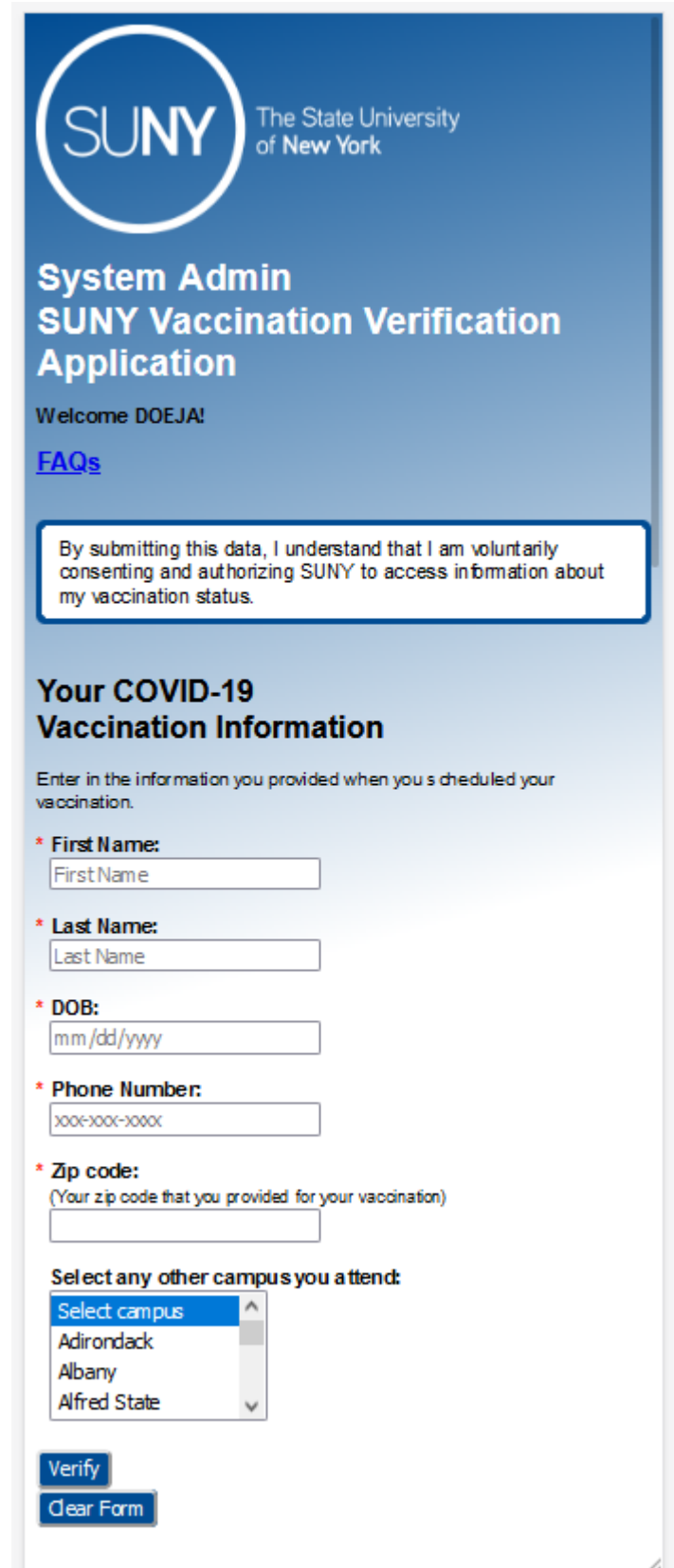
Example: 01/01/2002

**Phone Number:** This is a 10-digit field consisting of a 3-digit Area Code, 3-digit Exchange Number, and a 4-digit number.  
Example: 123-456-7890

**Zip code:** will accept international codes that are alpha numeric.  
Example: 12112 or D02 AF30

**Select any other campus(es) you attend:**  
Please select all campuses that you currently attend. Hold down the ‘CTRL’ key while selecting multiple campuses.

The First Name, Last Name, DOB, Phone Number, and Permanent Zip Code are used collectively to match your entry to the record on file with the New York State Immunization Information System (NYSIIS) and the Citywide Immunization Registry (CIR) data for verification.



The screenshot shows the 'System Admin' interface for the 'SUNY Vaccination Verification Application'. At the top, there is a blue header with the SUNY logo and the text 'The State University of New York'. Below the header, the title 'System Admin' and 'SUNY Vaccination Verification Application' are displayed. A welcome message 'Welcome DOEJA!' and a link to 'FAQs' are present. A prominent white box with a blue border contains a consent statement: 'By submitting this data, I understand that I am voluntarily consenting and authorizing SUNY to access information about my vaccination status.' The main section is titled 'Your COVID-19 Vaccination Information' and includes a prompt: 'Enter in the information you provided when you scheduled your vaccination.' The form contains several required fields, each marked with a red asterisk: 'First Name', 'Last Name', 'DOB' (with a 'mm/dd/yyyy' placeholder), 'Phone Number' (with a 'xxx-xxx-xxxx' placeholder), and 'Zip code' (with a note '(Your zip code that you provided for your vaccination)'). Below these fields is a dropdown menu for 'Select any other campus you attend', which is currently open and shows options: 'Select campus', 'Adirondack', 'Albany', and 'Alfred State'. At the bottom of the form are two buttons: 'Verify' and 'Clear Form'.

## Successful Automatic Verification – record found in NYS IIS or CIR data

Upon successful match to the verification of the data entered, a screen will be presented with the verified information, and no further action is required on your behalf.



The screenshot displays the 'System Admin' interface for the 'SUNY Vaccination Verification Application'. At the top, the SUNY logo and 'The State University of New York' are visible. Below this, the title 'System Admin SUNY Vaccination Verification Application' is shown. A welcome message 'Welcome DOEJA!' is followed by a link to 'FAQs'. A document icon is present below the link. The main content area is titled 'COVID-19 Vaccination' and contains the following information:

<b>Jane Doe</b>	
DOB 10/10/2003	
Status <b>Verified</b>	



## Unsuccessful Verification – record not found in NYSIIS or CIR data

The failure to validate the information can be for a number of reasons such as:

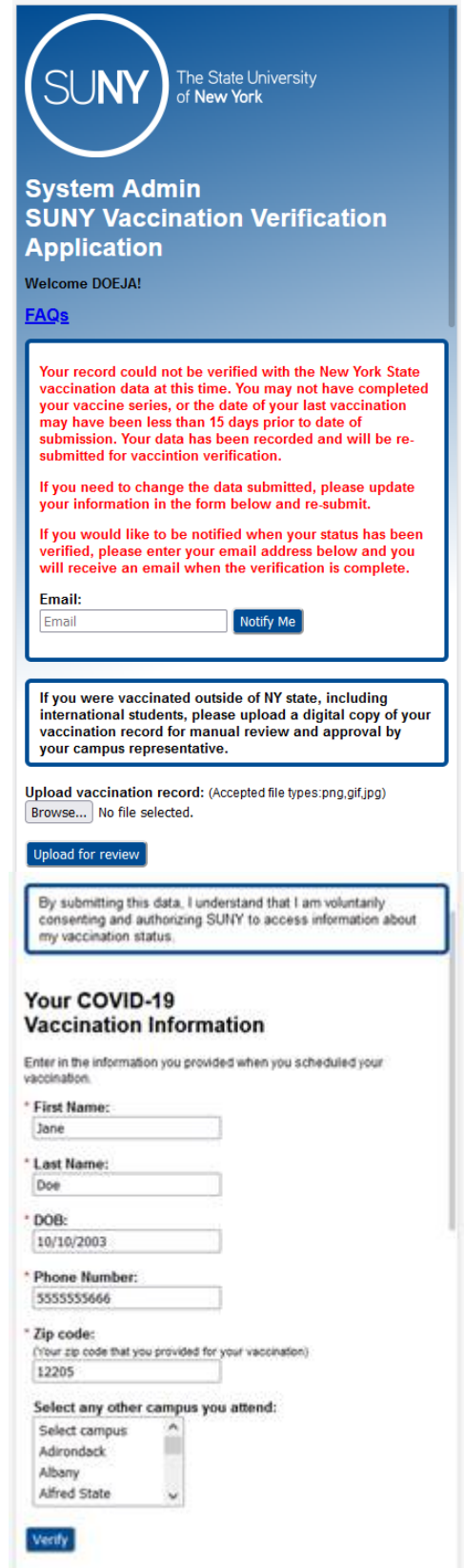
1. The information entered is not identical to what was provided at the time of Vaccination (Example: Student used Steve in the online application for First Name, but provided Stephen at the time of their vaccination)
2. The NYSIIS or CIR Systems are unavailable to process the validation requests at that point in time.
3. The Date of the last Vaccination has not been > 15 days. The NYSIIS or CIR Systems will not provide a positive verification status if the time the data is submitted to the SUNY Vaccination Verification Application is not more than 15 days after the student's last vaccination. For the two-dose Moderna and Pfizer vaccines, the student must wait till 15 days after the second dose is administered before the vaccine can be verified. For the single-dose J&J vaccine, it must be 15 days after that dose is administered.
4. The Student was not vaccinated in New York State. Only individuals that were vaccinated in New York State will have their information available in the New York State Immunization Information System for the ability to be verified against.

The **Vaccination Information** entry screen is re-displayed to the user when validation of a Person's information is not found in the NYSIS or CIR Systems.

Some information will be re-submitted to NYSIS a total of 3 times over 45 days for verification of vaccination.

If the submitted information is accurate and does not need to be re-entered or updated, the person can submit an **Email Address**, which will be used to notify the student of verification status as the system tries to validate again over 30 days. (details below: Enter Email for Notification)

If **Vaccinated outside of NYS**, the person may *upload and submit* an image of their Vaccination Card (png, gif, or jpg). A manual review will be performed by a Campus Representative designated by the campus. (details below: upload vaccination card image)



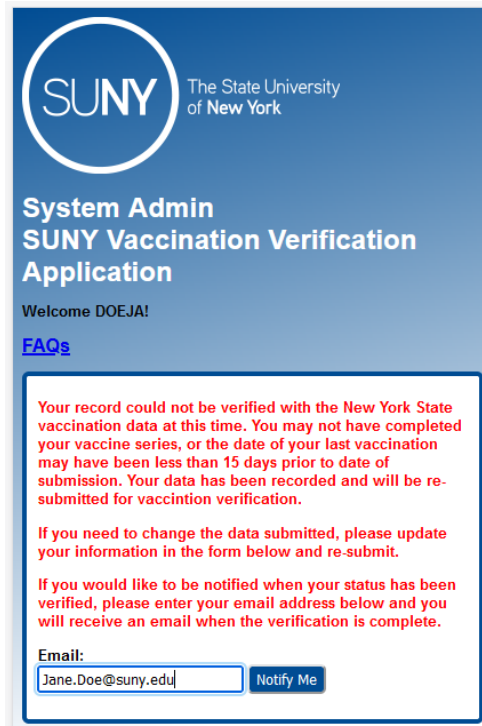
The screenshot shows the 'System Admin SUNY Vaccination Verification Application' interface. At the top, it says 'Welcome DOEJA!' and has a link to 'FAQs'. A red-bordered box contains a message: 'Your record could not be verified with the New York State vaccination data at this time. You may not have completed your vaccine series, or the date of your last vaccination may have been less than 15 days prior to date of submission. Your data has been recorded and will be re-submitted for vaccination verification.' Below this, there are two instructions in red: 'If you need to change the data submitted, please update your information in the form below and re-submit.' and 'If you would like to be notified when your status has been verified, please enter your email address below and you will receive an email when the verification is complete.' There is an 'Email:' label, an input field with 'Email' text, and a 'Notify Me' button. Another red-bordered box says: 'If you were vaccinated outside of NY state, including international students, please upload a digital copy of your vaccination record for manual review and approval by your campus representative.' Below that is an 'Upload vaccination record:' section with '(Accepted file types: png, gif, jpg)' and a 'Browse...' button showing 'No file selected.' and an 'Upload for review' button. A blue-bordered box contains a consent statement: 'By submitting this data, I understand that I am voluntarily consenting and authorizing SUNY to access information about my vaccination status.' The bottom section is titled 'Your COVID-19 Vaccination Information' and asks to 'Enter in the information you provided when you scheduled your vaccination.' It includes fields for: 'First Name:' (Jane), 'Last Name:' (Doe), 'DOB:' (10/10/2003), 'Phone Number:' (5555555666), 'Zip code:' (12205), and a dropdown for 'Select any other campus you attend:' with options Adirondack, Albany, and Alfred State. A 'Verify' button is at the bottom.

## Enter Email for notification

Enter in an Email address where you would like to be notified when the verification status has been updated. Choose the **'Notify Me'** button to **save** the Email address.

**Email** *must* be a valid Email address and in the standard format (ex: [Jane.Doe@suny.edu](mailto:Jane.Doe@suny.edu))

Once a valid Email address is saved, you can update it by changing the form field and choosing **'Notify Me'** again to **save** your changes.



**SUNY** The State University of New York

### System Admin SUNY Vaccination Verification Application

Welcome DOEJA!

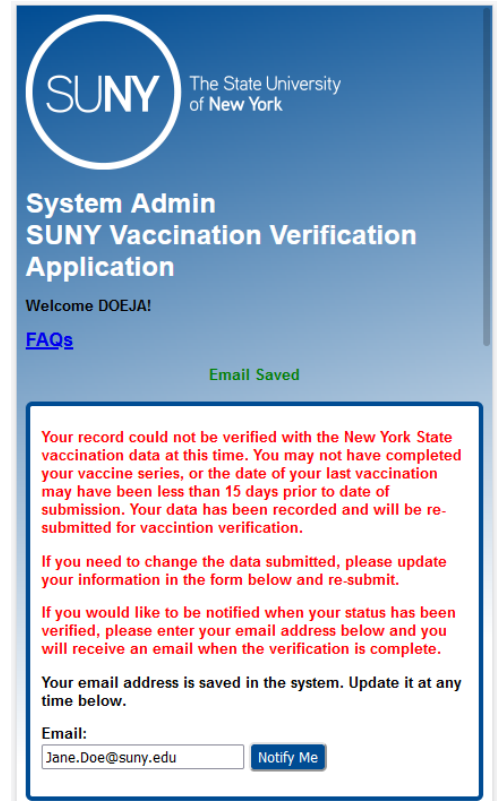
[FAQs](#)

Your record could not be verified with the New York State vaccination data at this time. You may not have completed your vaccine series, or the date of your last vaccination may have been less than 15 days prior to date of submission. Your data has been recorded and will be re-submitted for vaccination verification.

If you need to change the data submitted, please update your information in the form below and re-submit.

If you would like to be notified when your status has been verified, please enter your email address below and you will receive an email when the verification is complete.

Email:



**SUNY** The State University of New York

### System Admin SUNY Vaccination Verification Application

Welcome DOEJA!

[FAQs](#)

Email Saved

Your record could not be verified with the New York State vaccination data at this time. You may not have completed your vaccine series, or the date of your last vaccination may have been less than 15 days prior to date of submission. Your data has been recorded and will be re-submitted for vaccination verification.

If you need to change the data submitted, please update your information in the form below and re-submit.

If you would like to be notified when your status has been verified, please enter your email address below and you will receive an email when the verification is complete.

Your email address is saved in the system. Update it at any time below.

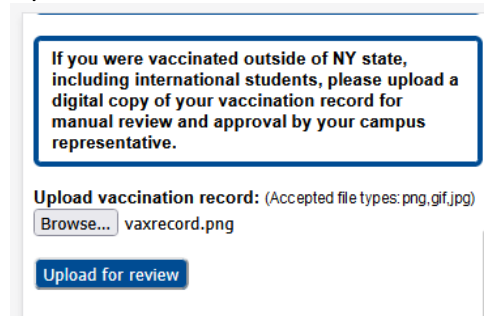
Email:

## Upload Vaccination card image

If Vaccinated outside of NYS, upload and submit an image of your Vaccination Card (png, gif, or jpg).

Choose the 'Browse...' button and select the image of your vaccination card, or if on mobile device, take a picture of your vaccination card to upload. Choose the 'Upload for review' button to save the image file.

### Upload form:



If you were vaccinated outside of NY state, including international students, please upload a digital copy of your vaccination record for manual review and approval by your campus representative.

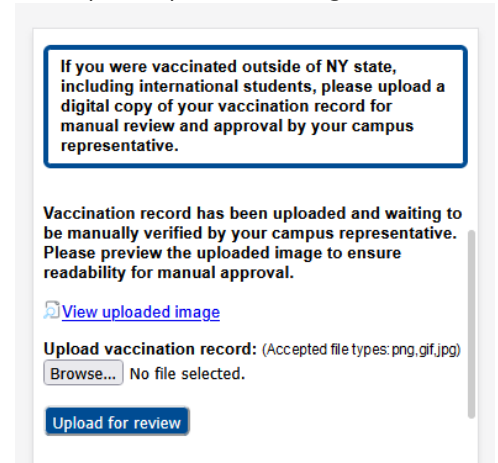
Upload vaccination record: (Accepted file types: png, gif, jpg)  
 vaxrecord.png

### Successful upload message:



Review image for readability by selecting 'View uploaded image'. Image that was uploaded, will be viewed in another browser tab or window.

### View your uploaded image:



If you were vaccinated outside of NY state, including international students, please upload a digital copy of your vaccination record for manual review and approval by your campus representative.

Vaccination record has been uploaded and waiting to be manually verified by your campus representative. Please preview the uploaded image to ensure readability for manual approval.

[View uploaded image](#)

Upload vaccination record: (Accepted file types: png, gif, jpg)  
 No file selected.