SUNY VACCINATION VERIFICATION APPLICATION GUIDE
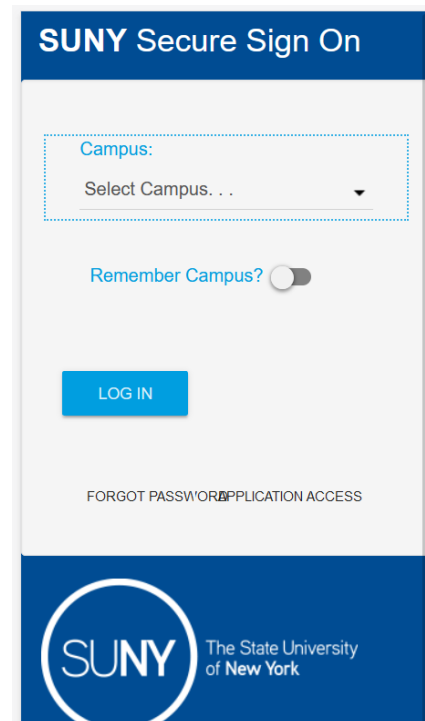
Web Application URL

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.

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.

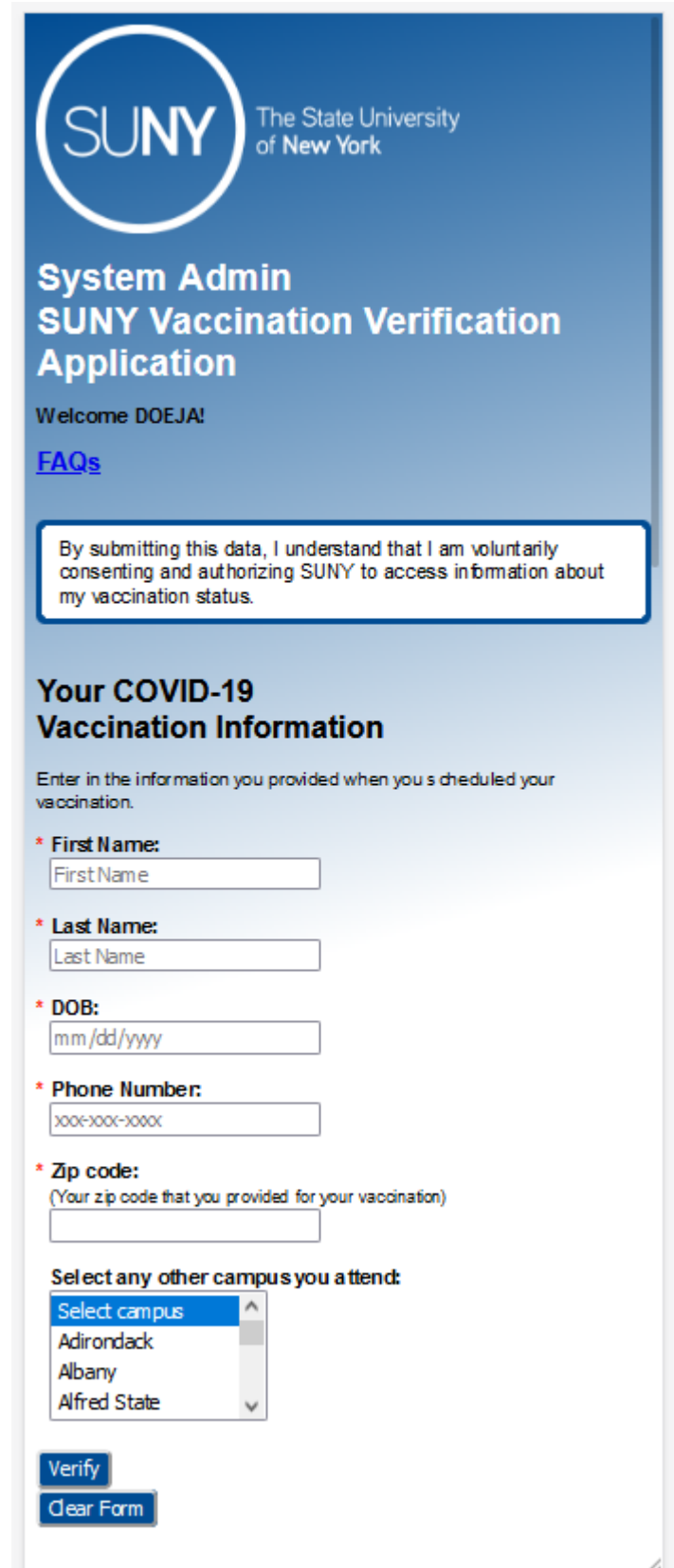**DOB**: Date of Birth – enter the numeric date.
Example: 01/01/2002

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.

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**System Admin
SUNY Vaccination Verification Application**

Welcome DOEJA!

FAQs

By submitting this data, I understand that I am voluntarily consenting and authorizing SUNY to access information about my vaccination status.

Your COVID-19 Vaccination Information

Enter in the information you provided when you scheduled your vaccination.

* First Name:
[First Name]

* Last Name:
[Last Name]

* DOB:
[mm/dd/yyyy]

* Phone Number:
[xxx-xxx-xxxx]

* Zip code:
(Your zip code that you provided for your vaccination)
[   ]

Select any other campus you attend:
[Select campus
Adirondack
Albany
Alfred State]

[Verify]
[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.

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:
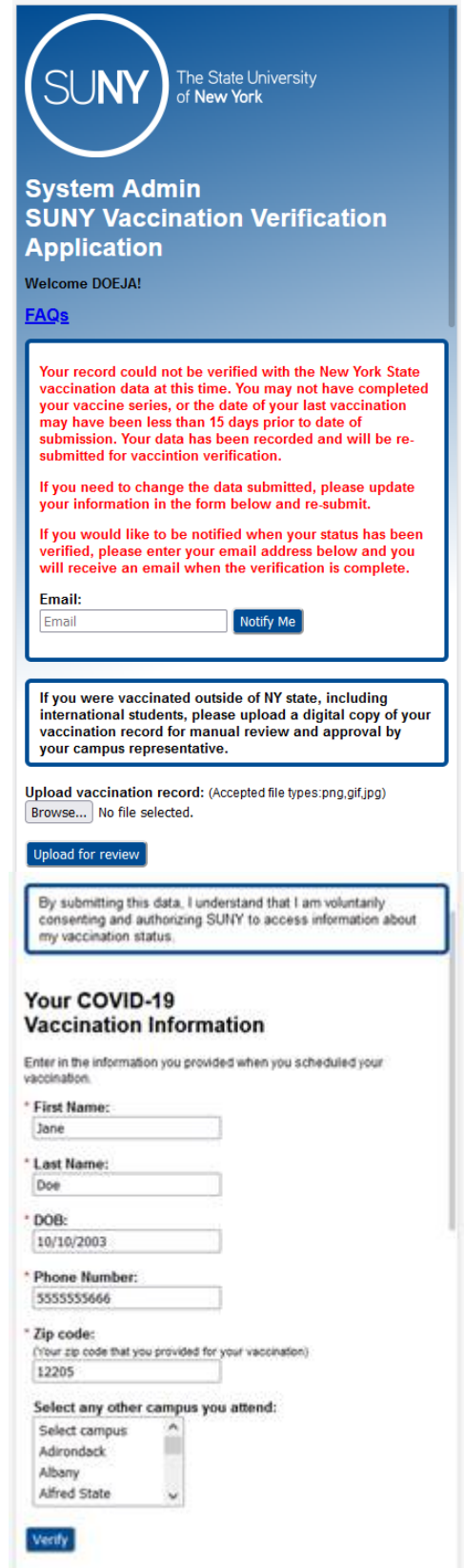
1. The information entered is not identical to what was provided at the time of Vaccination (Example: Student used Steve in the online application for First Name, but provided Stephen at the time of their vaccination)

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 NYSIIS or CIR Systems.

Some information will be re-submitted to NYSIIS 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)
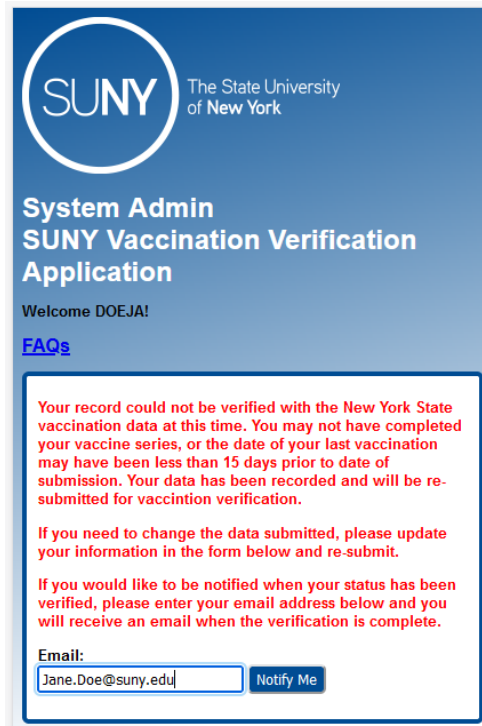
Enter Email for notification

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)

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.

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 vaccintion 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:
Jane.Doe@suny.edu   Notify Me

System Admin
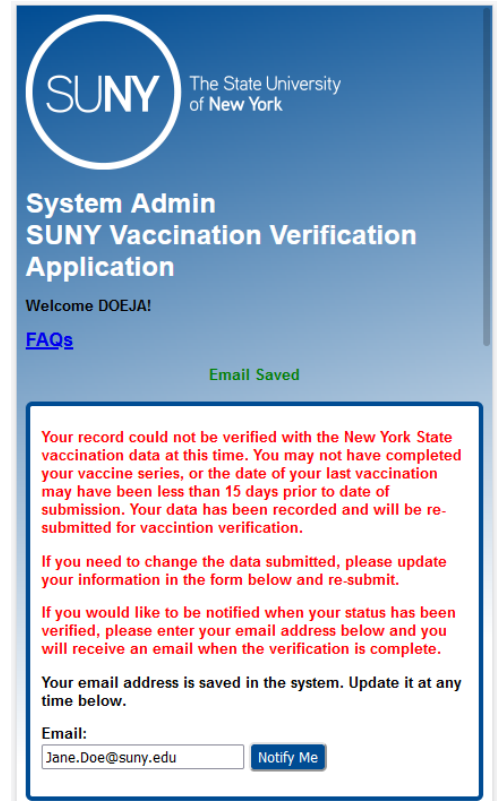**SUNY Vaccination Verification Application**

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 vaccintion 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.

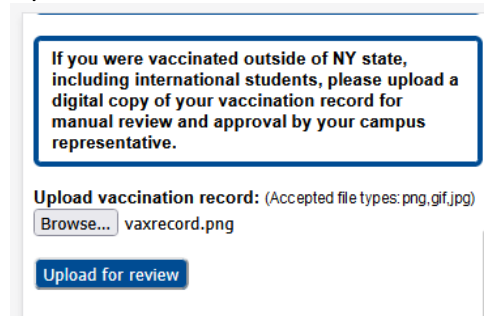Your email address is saved in the system. Update it at any time below.

Email:
Jane.Doe@suny.edu   Notify Me

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)
> [Browse...] vaxrecord.png
>
> [Upload for review]

Successful upload message:

SUNY The State University of New York

System Admin
SUNY Vaccination Verification Application

Welcome DOEJA!

FAQs

Your vaccination record file has been uploaded successfully.

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.
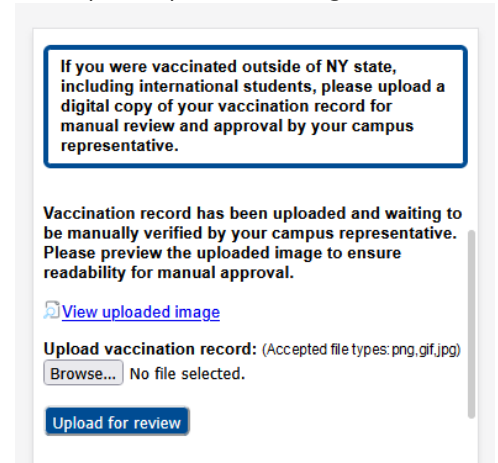>
> Vaccination record has been uploaded and waiting to be manually verified by your campus representative. Please preview the uploaded image to ensure readability for manual approval.
>
> View uploaded image
>
> Upload vaccination record: (Accepted file types: png, gif, jpg)
> [Browse...] No file selected.
>
> [Upload for review]