

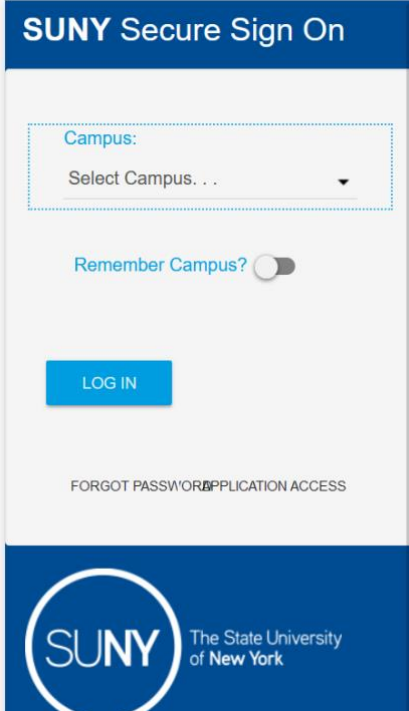
Web Application URL

<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 image shows a mobile application interface for "SUNY Secure Sign On". At the top, there is a blue header with the text "SUNY Secure Sign On" in white. Below the header, there is a white background with a blue dotted border around the "Campus:" label and a dropdown menu showing "Select Campus. . .". Below the dropdown, there is a "Remember Campus?" label with a toggle switch. A blue "LOG IN" button is positioned below the toggle. At the bottom of the white area, there is a link that says "FORGOT PASSWORD/APPLICATION ACCESS". The bottom of the screen features a blue footer with the SUNY logo (a white circle containing the word "SUNY") and the text "The State University of New York" to its right.

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 left is the SUNY logo (The State University of New York). The main heading is 'System Admin SUNY Vaccination Verification Application'. Below this, it says 'Welcome DOEJA!' and has a link for 'FAQs'. 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 main section is titled 'Your COVID-19 Vaccination Information' and includes the instruction: 'Enter in the information you provided when you scheduled your vaccination.' There are five required fields, each with a red asterisk: 'First Name' (text input), 'Last Name' (text input), 'DOB' (text input with mask 'mm/dd/yyyy'), 'Phone Number' (text input with mask 'xxx-xxx-xxxx'), and 'Zip code' (text input with subtext '(Your zip code that you provided for your vaccination)'). Below these fields is a dropdown menu for 'Select any other campus you attend:' with options: 'Select campus', 'Adirondack', 'Albany', and 'Alfred State'. At the bottom 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 SUNY Vaccination Verification Application interface. At the top left, the SUNY logo is shown in a white circle on a blue background, with the text "The State University of New York" to its right. Below the logo, the text "System Admin" and "SUNY Vaccination Verification Application" is displayed in white. A welcome message "Welcome DOEJA!" is shown below. A link for "FAQs" is present, followed by a printer icon. The main content area is a white box with a blue border, titled "COVID-19 Vaccination" in a blue header. It contains the following information: Name: Jane Doe; DOB: 10/10/2003; Status: Verified (in green text). A large blue SUNY logo is positioned on the right side of this box.

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.

The 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)

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 page title is 'System Admin SUNY Vaccination Verification Application' and it says 'Welcome DOEJA!'. There is a link for 'FAQs'. A red error message states: '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 instructions: '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 containing 'Email', and a 'Notify Me' button. Below this is a section for uploading a vaccination record: 'Upload vaccination record: (Accepted file types: png, gif, jpg)' with a 'Browse...' button and the text 'No file selected.' and an 'Upload for review' button. A consent statement reads: 'By submitting this data, I understand that I am voluntarily consenting and authorizing SUNY to access information about my vaccination status.' The next section is 'Your COVID-19 Vaccination Information' with the instruction 'Enter in the information you provided when you scheduled your vaccination.' It contains several required fields: 'First Name:' (Jane), 'Last Name:' (Doe), 'DOB:' (10/10/2003), 'Phone Number:' (5555555666), and 'Zip code:' (12205). There is also a dropdown menu 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)

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.

The screenshot shows the top of the application with the SUNY logo and the title 'System Admin SUNY Vaccination Verification Application'. Below the title, it says 'Welcome DOEJA!' and has a link for 'FAQs'. The main content area contains a red error message: 'Your record could not be verified with the New York Stat vaccination data at this time. You may not have complet 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.' Below this, there are two paragraphs of instructions: '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 bee verified, please enter your email address below and you will receive an email when the verification is complete.' At the bottom, there is an 'Email:' label, a text input field containing 'Jane.Doe@suny.edu', and a blue 'Notify Me' button.

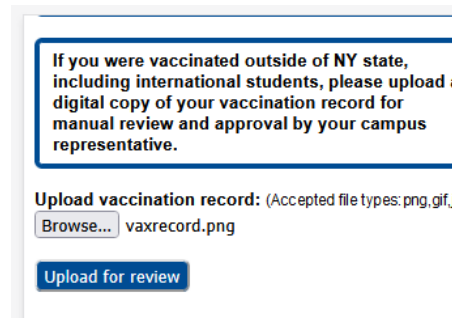
This screenshot is identical to the previous one, but with a green 'Email Saved' message displayed above the main content area. The error message and instructions are still present. The 'Email:' label and the text input field now contain 'Jane.Doe@suny.edu', and the blue 'Notify Me' button is still visible.

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

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

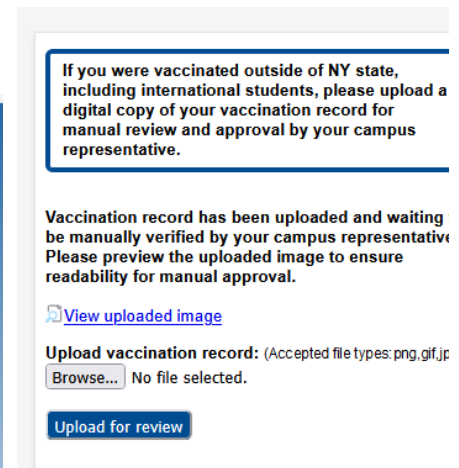
Upload for review

Successful upload message:



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

review' button
to save the
image file.