



COMMUNITY COLLEGE
OF RHODE ISLAND
Office of Enrollment Services

Upload/Verify my COVID-19 Vaccination – QUICK REFERENCE SHEET

CCRI students must enter their own COVID-19 vaccination information into the secure online student health records portal.

Attention!!

- Each student is responsible for understanding CCRI's COVID19 vaccination requirements.
- Each student is responsible for meeting CCRI submission deadlines and understanding that they **will be dropped from all in-person classes** if they do not satisfy requirements.
- All supporting documentation **must include** a student's **full name** (first and last) and **birthdate** for verification purposes.

If uploading your Vaccination Card for the **first time** and are **NOT** eligible for the booster, **Go to section I**

If uploading **ONLY** Booster Vaccination, **Go to section II**

If uploading Vaccination Card for the **first time** with all three Vaccinations, **Go to section III**

If uploading Exemption forms, **Go to section IV**

SECTION I

HOW TO UPLOAD COVID-19 VACCINATION **WITHOUT BOOSTER**

- **Step 1**
 - Login to MyCCRI→**For Students**
 - Go to **Vaccination Verification**
- **Step 2**
 - Use the **“Select here to upload...”** link to enter the portal
- **Step 3**
 - Click the **Enter Dates** or the **Immunization** link to enter your vaccination date(s)
 - **Scroll down to the Covid-19 Primary Series area and enter the dates of your vaccinations under the appropriate vaccine brand.**
 - Click **Submit**
- **Step 4**
 - Click the **Upload icon** at the top of the page to upload your scanned or mobile image of your Document
 - If you have an **iPhone**, make sure your photo is compatible by going to **Settings>Camera>Formats> select "Most Compatible"**
 - **MAKE SURE YOUR NAME AND DATE OF BIRTH ARE ON ALL SUPPORTING DOCUMENTS. DOCUMENTS MUST BE IN ENGLISH.**

- Acceptable document formats: .gif, .png, .tiff, .tif, .jpg, .jpeg, .txt, or .pdf

Please make sure that your file name consists of only alpha and numeric characters in the file name.

NO SPECIAL CHARACTERS OR EXTRA SPACES ARE ALLOWED.

Examples of **ACCEPTABLE** file names:

- JaneSmithRecords.jpg
- 123456.bmp

SECTION II

HOW TO UPLOAD COVID-19 BOOSTER VACCINATION

- **Step 1**
 - Login to MyCCRI→**For Students**
 - Go to **Vaccination Verification**
- **Step 2**
 - Use the “**Select here to upload...**” link to enter the portal
- **Step 3**
 - Click the **Enter Dates** or the **Immunization** link to enter your booster vaccination date
 - **Scroll down to the Covid-19 Booster Vaccine area and enter the date of your booster under the appropriate vaccine brand.**
 - Click **Submit**
- **Step 4**
 - Click the **Upload icon** at the top of the page to upload your *scanned* or *mobile* image of your document
 - If you have an **iPhone**, make sure your photo is compatible by going to **Settings>Camera>Formats> select "Most Compatible"**
 - MAKE SURE YOUR **NAME AND DATE OF BIRTH** ARE ON ALL SUPPORTING DOCUMENTS. DOCUMENTS MUST BE IN **ENGLISH**.
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SECTION III

HOW TO UPLOAD COVID-19 VACCINATION & BOOSTER

- **Step 1**
 - Login to MyCCRI→**For Students**
 - Go to **Vaccination Verification**
- **Step 2**

- Use the **“Select here to upload...”** link to enter the portal
- **Step 3**
 - Click **Enter Dates** or the **Immunization** link to enter all vaccination dates
 - **Enter the date of your vaccinations under the appropriate vaccine brand.**
 - Click **Submit**
- **Step 4**
 - Click the **Upload icon** at the top of the page to upload your scanned or mobile image of your documents
 - If you have an **iPhone**, make sure your photo is compatible by going to **Settings>Camera>Formats> select "Most Compatible"**
 - MAKE SURE YOUR **NAME AND DATE OF BIRTH** ARE ON ALL SUPPORTING DOCUMENTS. DOCUMENTS MUST BE IN **ENGLISH**.
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SECTION IV

HOW TO UPLOAD COVID-19 MEDICAL/RELIGIOUS EXEMPTION FORM

- **Step 1**
 - Download and complete the appropriate exemption form.
 - [Religious Exemption Form](#)
 - [Medical Exemption Form](#)
- **Step 2**
 - Login to MyCCRI→**For Students**
 - Go to **Vaccination Verification**
- **Step 3**
 - Use the **“Select here to upload...”** link to enter the portal
- **Step 4**
 - Click the **Uploads icon** at the bottom of the page to upload documents
 - MAKE SURE YOUR **NAME AND DATE OF BIRTH** ARE ON ALL SUPPORTING DOCUMENTS. DOCUMENTS MUST BE IN **ENGLISH**.
 - **Acceptable formats** for documents: .gif, .png, .tiff, .tif, .jpg, .jpeg, .txt, or .pdf

Please make sure that your file name consists of only alpha and numeric characters in the file name.

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What to Expect After Your Submission

- Uploaded documents are available immediately for review.
- It typically takes **up to 5-7 business days** to process vaccination records or exemption forms.
- Once your records have been successfully reviewed and matched, you will be notified via your CCRI email.

Checking Your Status

- Login to MyCCRI→**For Students**→Go to **Vaccination Verification**
 - Use the **“Select here to upload…”** link to enter the portal
 - Click the **Immunizations** tab
 - Click **View History**
- Check your CCRI email and the secure Vaccination\Booster Verification Portal in MyCCRI. We will be contacting you with any questions or status updates.
- If you have questions about your status, you can email complianceservices@medicat.com. Include your full name and student ID in your message. Please allow one (1) business day for a response.

Missing Vaccine Card?

If you've misplaced your vaccine card, simply visit <https://portal.ri.gov/VaccineRecord/s/> to view, download, or print a copy of your proof of your COVID-19 vaccination.

Problems Logging into your MyCCRI Account?

Email the CCRI Help Desk at helpdesk@ccri.edu

Updated January 20, 2022