COVID-19 Vaccine Certification

STEP-BY-STEP INSTRUCTIONS
Learning Objectives

Locate
Locate the Vaccine Certification Portal

Fill Out
Fill Out the Vaccine Certification Form

Check
Check your submission to confirm its completion
Open the Eastern Michigan University website: emich.edu.
Click this banner to open the EMU Safe page.
This is the EMU Safe main page. It includes all the information you’ll need regarding the COVID-19 procedures and guidelines in place here.
Click this link to open the vaccine and test information page.
EMU SAFE

COVID-19 Vaccine Certification and Testing Portal

What to do if you lost your vaccination card
If you have been immunized in the State of Michigan, you may be able to download your Immunization Record from the Michigan Immunization Improvement Registry (MIIR).

Step to get your Immunization Record:
1. You must be 18 years of age or older
2. Create or sign-in to your MILogin account at the MIIR website
3. Upload your valid government-issued photo ID (driver’s license, state ID, or passport)

As a reminder, students who are not fully vaccinated may be required to test weekly according to the Students Stay Safe Program and University Policies.

This page has information about uploading both your vaccine card and your weekly test results, depending on your vaccination status.
Click the button labeled “Report Vaccine Status and/or COVID Test Results.”
Thank you for logging in to complete the COVID Vaccine Certification and Testing Portal. If you are logging in for the first time, please begin with the "COVID Vaccine Attestation" survey.

If you are returning and need to update your information (such as adding your second or third dose of a vaccine) or adding your vaccine card, please click the "Edit response" button to the right of the COVID Vaccine Attestation Survey. Please note that your status may indicate "Completed" with a green check mark. This ONLY means that you have submitted this survey at some time in the past. This does NOT mean that it is done. Please select the "Edit Response" to update your information.

If you are logging in to add a COVID test result please select "+Add new COVID test results." Again, the status may indicate "Completed" with a green check mark. This ONLY means that you have submitted something at some time in the past. This does NOT mean that you are done forever. Please use the "+Add new COVID test results" to add new test results. If you test at the EMU Testing Center you do not need to upload any tests. These are automatically updated.

Thank you for helping to keep our campus safe and healthy.
EMU COVID Management Team

Written Instructions can be found at: https://www.emich.edu/emasafe/reporting.php

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This is the Vaccine Attestation and COVID Test Reporting queue. You'll open this to submit your COVID vaccine card, and if you need to submit a COVID test to the University at any point in time.
Click the “**Edit Response**” button to the right of the COVID Vaccine Attestation row.
This is the COVID Vaccine Attestation. It will ask you to fill out the following questions: your phone number, EMU organization affiliations, and vaccine status.
You will also be asked to provide information on the vaccine you received.

Please provide the county where you received your vaccine, the type of vaccine you received, the number of doses of the vaccine you received, and the date of your last dose.

Then, you will be asked to provide proof of your vaccination by uploading your vaccine card.

You did not receive your vaccination in Michigan or in the United States, please select other.

Which vaccine did you receive?

How many doses of the vaccine have you received?

What was the date of your last vaccination?

Please upload a copy of your vaccination card displaying your vaccination dates.

Additional Comments

By placing my initials below, I attest that my answers are truthful and accurate.
Please upload a copy of your vaccination card displaying your vaccination dates.

* must provide value

Take a picture or scan your vaccine card and upload either a jpeg or pdf for us to validate your information.

To do this, click the **Upload File** button.
A window will open that will prompt you to find the file containing this information on your computer.
Click the **Browse...** button.
Find your COVID vaccine card file and select it.

Then, click **Open** once it’s highlighted.
In what county did you receive your vaccination? If you did not receive the Vaccination in the United States, please select "Outside U.S.

Please upload a copy of your vaccination card displaying your vaccination dates.

Make sure that you’ve attached the correct file. Its name will appear to the right of the browse button.

By placing my initials below, I attest that my answers are truthful and accurate.
Click **Upload File** to attach it to the form.
If you have any additional comments, type them into the corresponding text entry box. Then, type your initials in the final section to verify that your submission is accurate and truthful.
Once you are happy with your answers and everything is inputted correctly, go ahead and click the **Submit** button at the bottom of the form.
You’ve now successfully submitted your COVID Vaccine Card.

You can check its completion by viewing the status of your COVID Vaccine Attestation.

If you’ve done everything correctly, you should see a green checkmark next to the word Completed.
You may now close this page by clicking the **Close Survey** button.
Review

Following this demonstration, you should be capable of accomplishing the following tasks:

- Locating the vaccine certification portal
- Filling out the vaccine certification form
- Checking your submission to confirm its completion
Questions?

Explore EMU’s Students Stay Safe Program page at www.emich.edu/emusafe/students-stay-safe.php for more information!