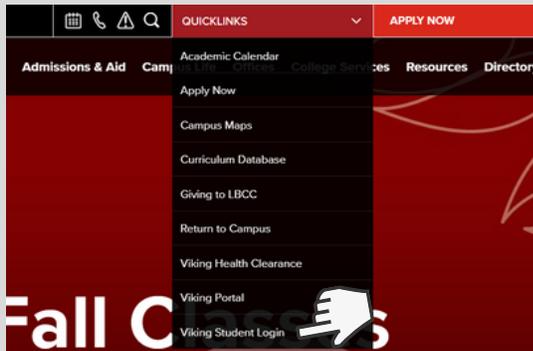


# HOW TO: Upload COVID-19 Vaccine Record

**DIRECTIONS:** LBCC requires proof of COVID-19 vaccination or weekly testing from LBCC students who are taking in-person classes. If you are not taking an in-person class, you may still provide your vaccination record to LBCC.

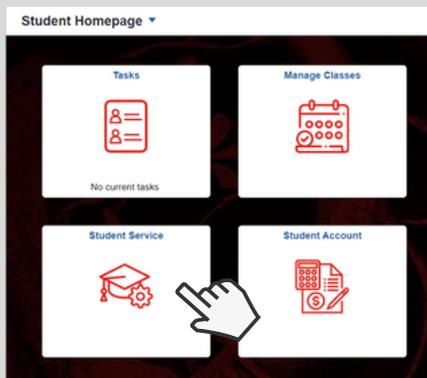
1. Go to [www.lbcc.edu](http://www.lbcc.edu). Hover over "QUICKLINKS" & select "Viking Student Login"



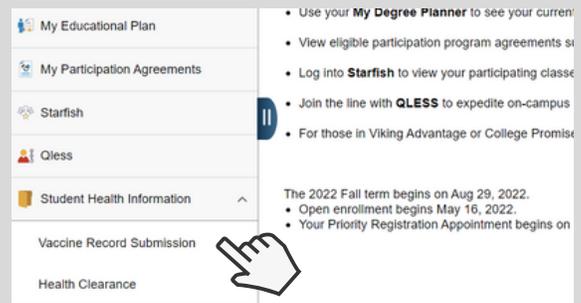
2. Enter LBCC Viking ID# & password



3. Click the "Student Service" box



4. On the left side menu, select "Student Health Information" then click "Vaccine Record Submission"



5. Enter your Vaccine Type, Date of First Dose & second Second Dose

**Vaccine Record Submission**

Provide details of your COVID-19 vaccination record. By providing you vaccination information, I understand that I am required to provide accurate information in response to my COVID-19 vaccination information.

- I understand that if I stated that I am fully vaccinated, that I must upload documentation confirming vaccination status).
- By uploading this document, I consent to sharing my vaccine status with responsible personnel.

**Instructions for submitting your vaccination record:**

- Select your vaccine type and the date of each dose. If you have a future appointment for COVID-19 vaccination information.
- Attach a file of your proof of vaccination for LBCC staff to review. Your proof of vaccination can be a picture of your CDC Vaccination Card or CA Immunization Record or a screenshot of your vaccine record.
- Click Add Attachment and My Device. Select the file you wish to attach. Click the Upload button.

\*Vaccine Type

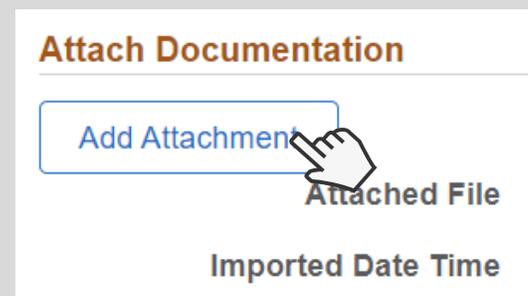
Date of First Dose

Date of Second Dose

Immunization Status

**NOTE:** Only one dose is required Johnson & Johnson

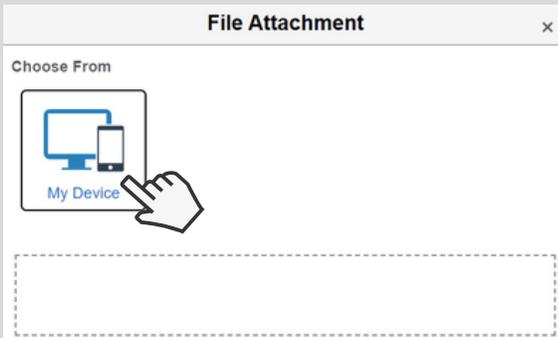
6. Select "Add Attachment" to attach a file or photo of your COVID-19 vaccination record



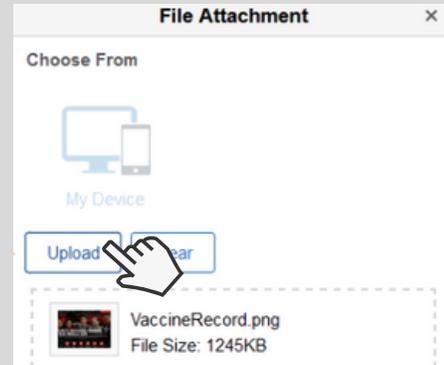
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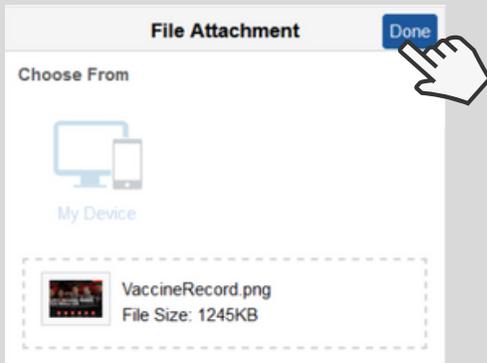
## 7. Click "My Device" and select the file you want to attach



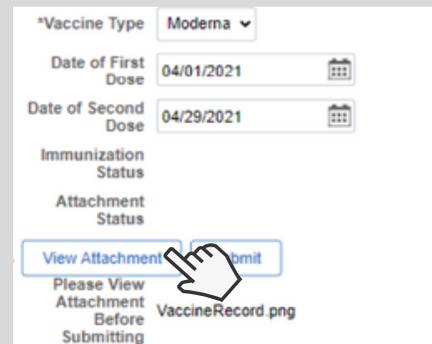
## 8. Click "Upload" to attach the file you selected



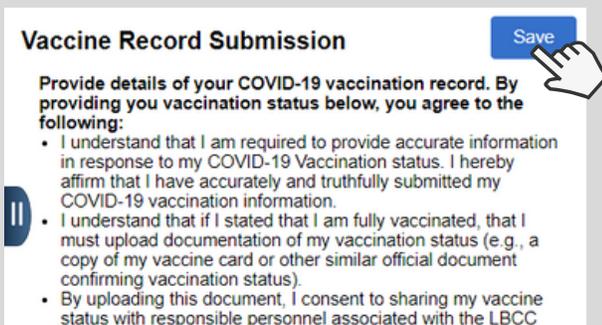
## 9. Click "Done" located on top right



## 10. Select "View Attachment" to verify your upload



## 11. Click "Save"



## 12. Click "Submit" to finalize the upload. Your immunization status will change to *Pending* until it is reviewed by an LBCC Staff Member

