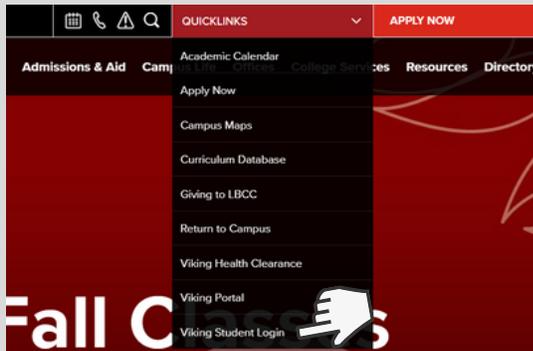# HOW TO: Upload COVID-19 Vaccine Record

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.
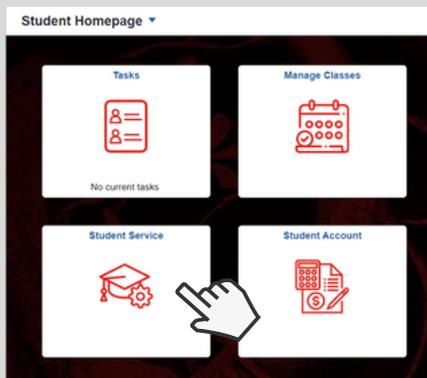
1. Go to www.lbcc.edu. Hover over "QUICKLINKS" & select "Viking Student Login"
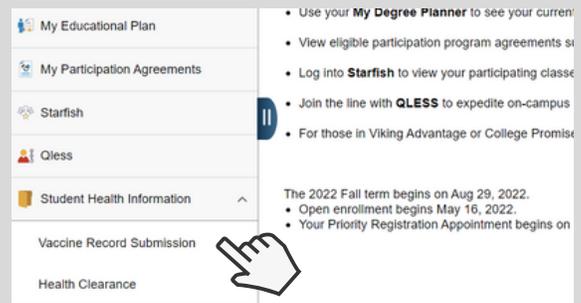

2. Enter LBCC Viking ID# & password

3. Click the "Student Service" box

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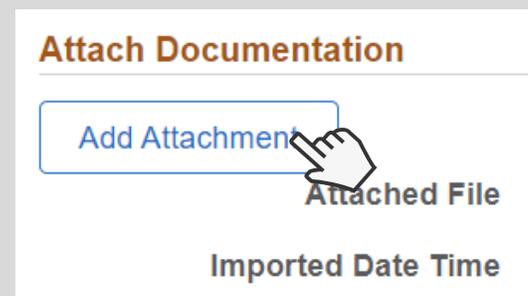

5. Enter your Vaccine Type, Date of First Dose & second Second Dose

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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For further assistance, contact our Welcome Center
Email: getstarted@lbcc.edu | Phone: 562-938-4049

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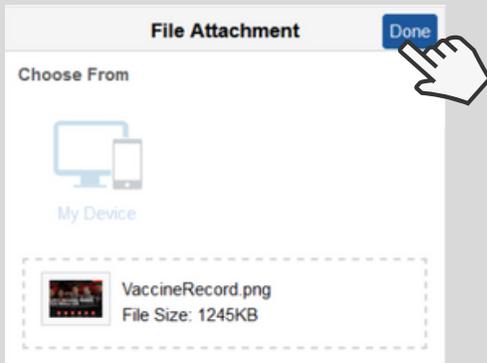
7. Click "My Device" and select the file you want to attach
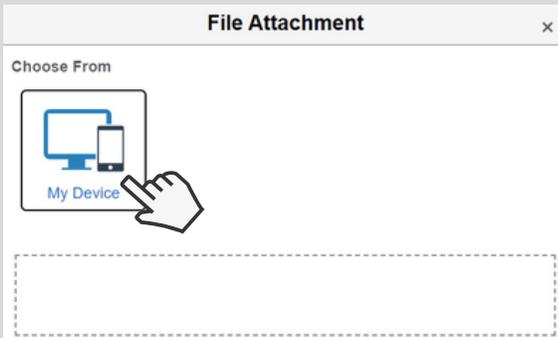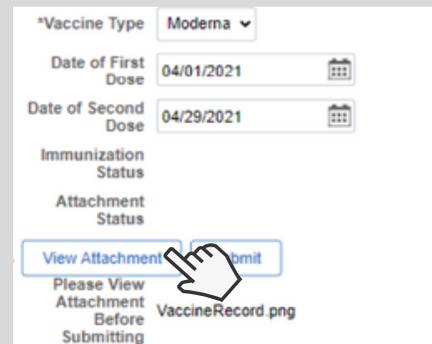

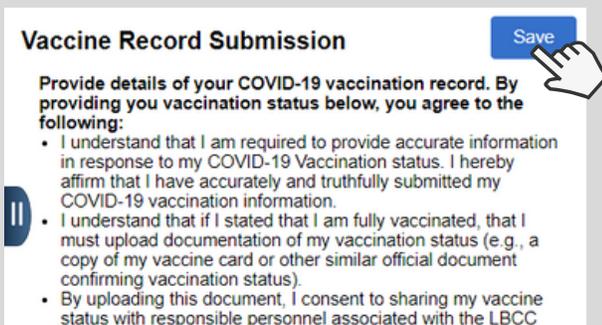## 8. Click "Upload" to attach the file you selected
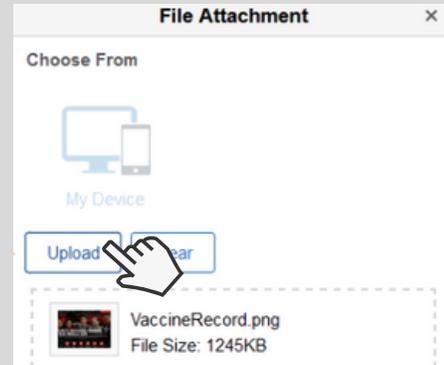
9. Click "Done" located on top right

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

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