



Hello Mariners!

We are busy here at Mitchell College getting ready for the fall semester and hope that all of you are enjoying the summer.

In follow-up to the previous communication letting you know that Covid-19 vaccinations will be needed for the coming year, we wanted to tell you how to upload your Covid-19 vaccination record into the CoVerified app. As a returning student, you are, no doubt, familiar with the app, and how to do your daily health screening, but you may not be as familiar with how to add your vaccination record, so here are the steps:

1. Log into the CoVerified app either on your phone or computer
2. If you haven't already done so, update your CoVerified app
3. Click on "Report"
4. Click "Upload Vaccine Record" from the menu
5. Click "Select Vaccine Type" and then click "COVID-19 Vaccine"
6. Under "Date performed", enter the date your vaccination was given (if the type of vaccination you were given included two doses, enter the final dose date)
7. Under "Name of healthcare facility", enter the name of the clinic or facility that administered your vaccine
8. Under "Attachment," click "Choose". A menu will appear allowing you to choose how to add your record. You can:
 - Load a file from device, which allows you to choose a file on your phone or computer
 - Load image from device, which allows you to choose an image saved on your phone or computer
 - Take a picture – perhaps the easiest way to add your record via your cell phone. Simply click this option, allow access to your camera, and your phone camera will open; take a photo of your record (ensure the entire record is visible in the picture)
 - Click "Submit"

The process is very simple, but if you have any technical difficulty, email Mitchell IT at support@mitchell.edu, and include the best way to contact you, and we will reach out to try to help. Do **not** email vaccination records to this address.

If you have trouble accessing the app, log out and log back in – there has been an update to the system, and this should get you back on track.

As always, we send our sincere thanks for your help in protecting yourself and the rest of the Mariner community. We are really looking forward to seeing all of you, and we are looking forward to an exciting, fun and healthy year!

Questions? Please visit mitchell.edu/fall-2021 or contact communications@mitchell.edu.