

# Colby

# CoVerified

## COVID-19 Campus Management Platform

### Upload your COVID-19 Vaccination Record into CoVerified

*Please note: The Pfizer and Moderna vaccines require two doses spaced three or four weeks apart; Johnson & Johnson is a single-dose vaccine. If you received the Moderna or Pfizer vaccinations, only complete this process after you received the second dose.*

### If you do not have a CoVerified account

Email [covidtesting@colby.edu](mailto:covidtesting@colby.edu) using the template below. Within 24 hours you will receive an email from [notice@coverified.us](mailto:notice@coverified.us) with the subject "Welcome to CoVerified for Colby College." The email includes links to download the mobile app or view through a web browser. Use your short Colby email address (JADoe@colby.edu instead of Jane.Doe@colby.edu) and your Colby password to log into CoVerified.

Please note, we are not using CoVerified to track someone's on-campus/remote status. For this reason, once you have logged into CoVerified, you can change your status to "Return to Campus" so that you can upload your vaccination documentation.

#### Email Template

To - [covidtesting@colby.edu](mailto:covidtesting@colby.edu)

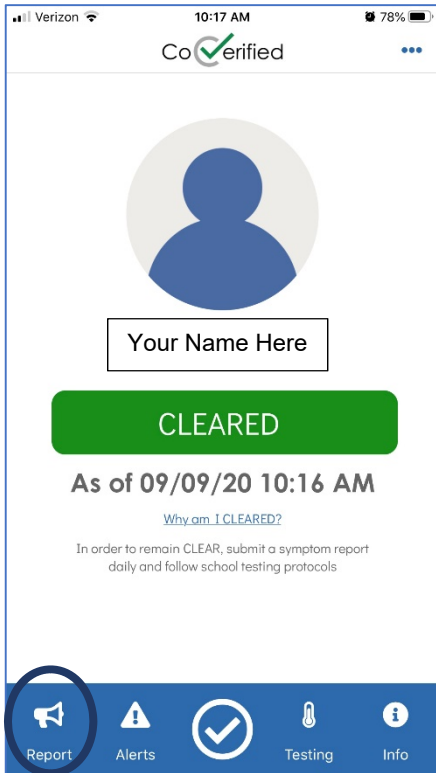
Subject - CoVerified Account - Vaccine Upload

Hello,

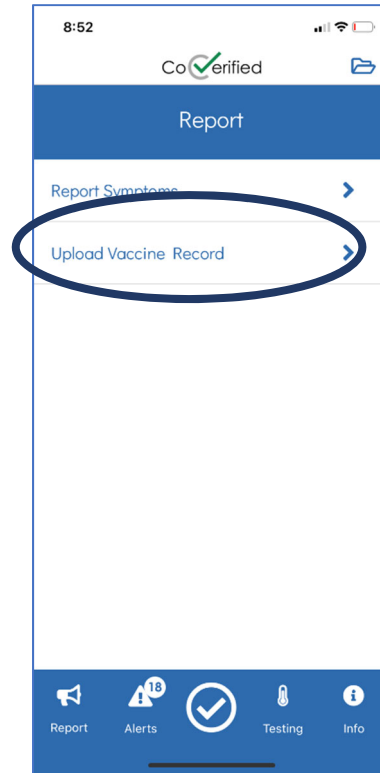
Please register me for a CoVerified account so I can upload my vaccination documentation.

- First Name
- Last Name
- Colby ID (if you know it)
- Colby short email address (JADoe@colby.edu instead of Jane.Doe@colby.edu)

1. At the bottom of the home page you will see “Report.” Click “Report.”



2. When you click “Report,” the following screen will appear. Click “Upload Vaccine Record.”



3. Complete the fields

Vaccination type:

- COVID-19 Vaccine

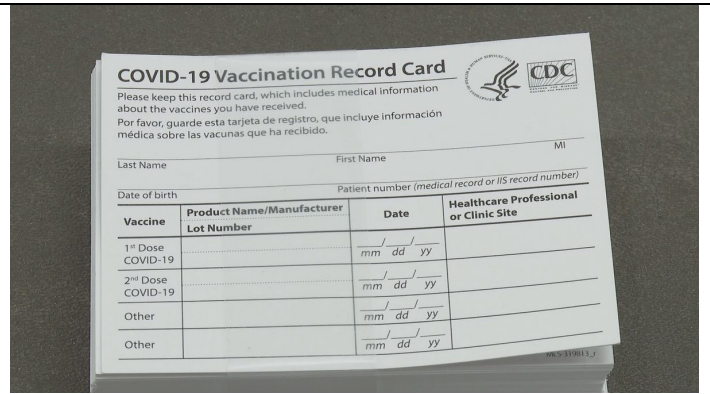
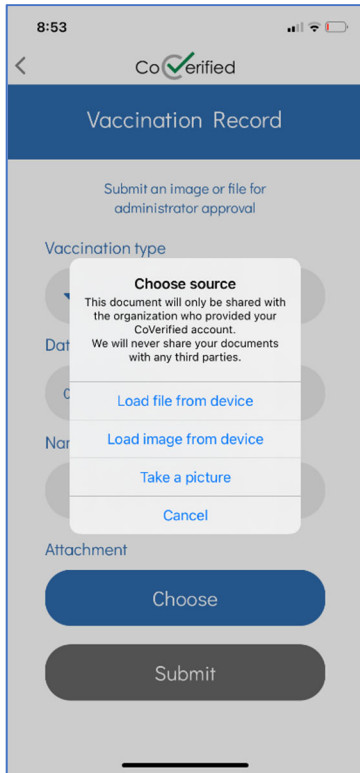
Date performed:

- Moderna – Date of second dose
- Pfizer – Date of second dose
- Johnson and Johnson’s Janseen – Date of single dose

Name of healthcare facility:

- Name of the location where you received the shot (i.e., Walgreens, Hanniford, facility name)

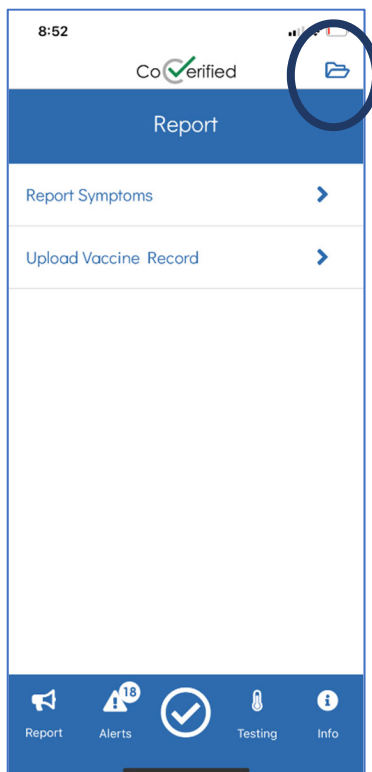
- Click "Choose." Select a picture of your COVID-19 Vaccination Record Card. Click "Submit."



- Moderna and Pfizer – 1<sup>st</sup> and 2<sup>nd</sup> dose lines should be completed
- Johnson and Johnson's Janseen – 1<sup>st</sup> dose line should be completed

**Upon submission, a Colby administrator will review the information for validity**

- To view your vaccination card, at the bottom of the home page, click "Report." Click the folder icon in the upper right-hand corner.



- Click the document icon to view the vaccination card image.

