

## Uploading Your Vaccination Record to MyMercer

To upload your vaccination record, you'll need your vaccination card with the dates clearly visible, a method for scanning or taking a picture of your vaccination card, and your Mercer userid and password for MyMercer. Many people find it easiest to perform this process on their smartphone, as it can easily capture a photo of your card during the uploading process.

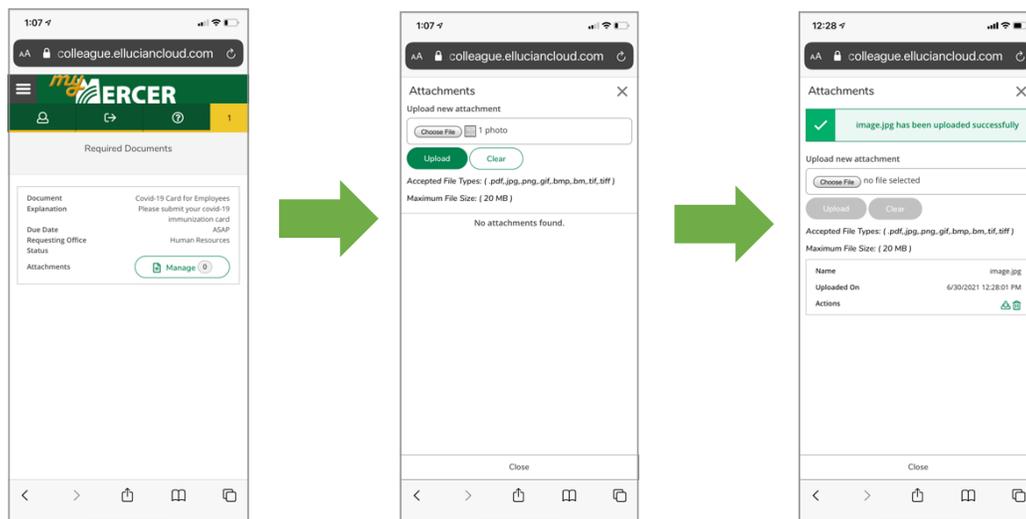
We'll begin with directions for completing the upload process on a smartphone but if you'd like to use a computer, those directions are also included.

### To Upload Your Vaccination Record to MyMercer Using a Smartphone

1. Open a web browser and go to <https://mercer-ss.colleague.elluciancloud.com/Student/DocumentRequests>
2. Sign into your account using your MyMercer userid and password.
3. You will see a request for a document to be uploaded. Click on the button labeled "Manage".
4. Click "Choose File" and follow the prompts to take a photo of your document (the front side of your vaccination card). Note the allowable file types and size limitations on the upload screen.

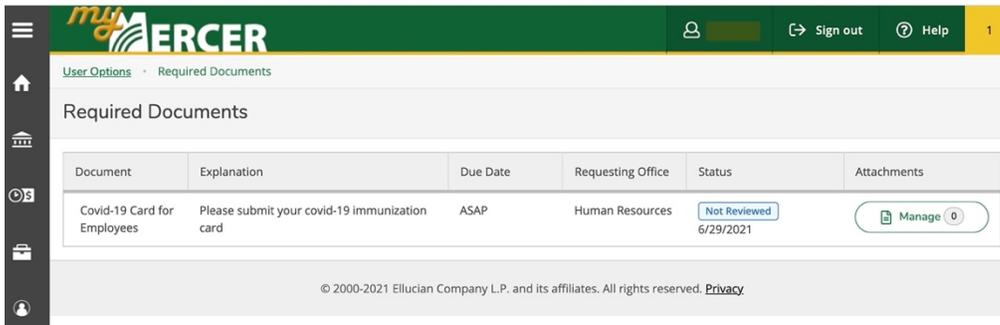
Once you've taken a picture of your vaccination record, click "Upload." You should see a message indicating the upload was successful.

5. After the upload is complete, your document will be queued for review by College staff and will be a part of your record.



## To Upload Your Vaccination Record to MyMercer Using a Computer

1. Open a web browser and go to <https://mercer-ss.colleague.elluciancloud.com/Student/DocumentRequests>
2. Sign into your account using your MyMercer userid and password.
3. You will see a request for a document to be uploaded. Click on the button labeled “Manage”.



4. Click “Choose File” and follow the prompts to locate your document (the front side of your vaccination card). Note the allowable file types and size limitations on the upload screen.

Once you’ve located the file which is a scan or picture of your vaccination record, select it and click “Upload.” You should see a message indicating the upload was successful.



5. After the upload is complete, your document will be queued for review by College staff and will be a part of your record.

