

In order to upload your vaccination card into Colleague, you will need to follow these steps:

- 1) Save a picture of your vaccination card and save it somewhere on your computer where you can access it later.
- 2) Click on the following link to take you to the related Colleague page:
<https://mercer-ss.colleague.elluciancloud.com/Student/DocumentRequests>
- 3) Sign in to your account:



- 4) This will take you to the 'Required Documents' page. Click on the Manage button in the Attachments column.



- 5) You will be asked to upload a file, and you will select the vaccination card file that you saved earlier.
- 6) After you upload the document, you will see it as:

