## Quick Guide Updating Flu Vaccination Information



## Step 1: Login ⊕ √erified Login Welcome, Student27 Test! 🖀 Email Login with your Verified username and johndoe@synergygateway.ca four Compliance Status Tracke password ♣ Password ..... EXPIRED This will take you to your Student Portal 7 Home page Forgot Password/Resend Passwor **Step 2: Compliance Status** (f) verified Go to the Compliance Status page • Find Influenza under the • ☆ Home Go to Uploads Folder Occupational Health section Important Forms VALID UNTIL **Click on UPDATE** • Notes and Fees Does not expire M Inbox December 17, 2022 Update 🚽 157 Days Document Uploads ■ Compliance Status Video Library Carlor and a second Step 3: Update & Upload Upload or Drop your related documents here $\star$ Enter vaccination information Upload related document(s) **Click SUBMIT** Maximum File Size: 2 GB Note: Please make sure you've uploaded all of your documentation, and entered the information correctly in this form. Failure to upload all of your documentation will cause you to have delays in updating your compliance status with your school

I confirm that all waiver/exemption information and documentation submitted by

me are authentic and correct.

## **Step 4: Confirmation**

A confirmation message will appear on your screen.

A Synergy Verified Auditor will review your submitted documents and update your status within 3-5 business days.



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