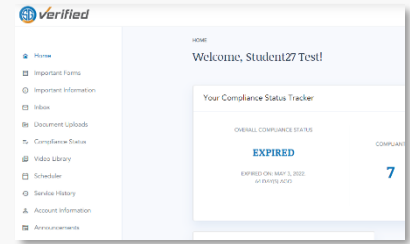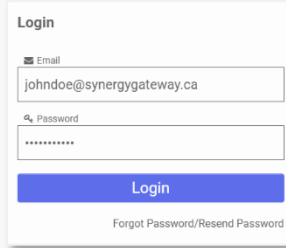Quick Guide
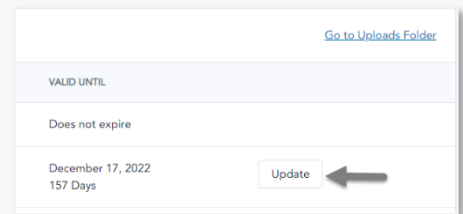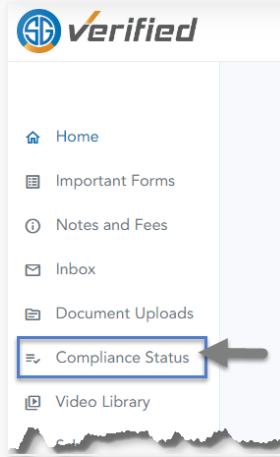# Updating Flu Vaccination Information

Step 1: Login

Login with your Verified username and password

This will take you to your Student Portal **Home** page
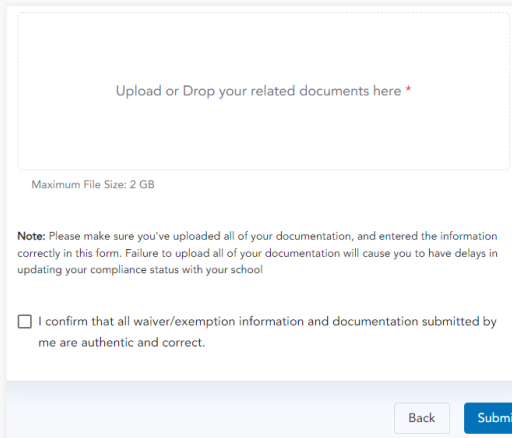

Step 2: Compliance Status

- Go to the Compliance Status page
- Find **Influenza** under the **Occupational Health** section
- Click on UPDATE

Step 3: Update & Upload

- Enter vaccination information
- Upload related document(s)
- Click SUBMIT

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.