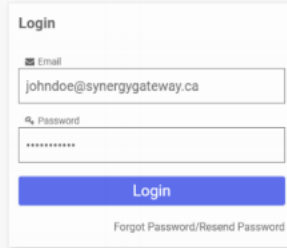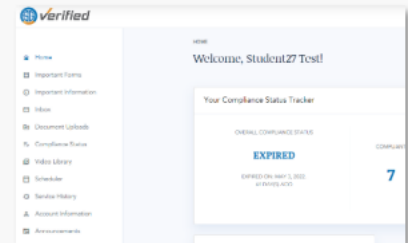# Updating Flu and COVID Vaccination Information

Step 1: Login
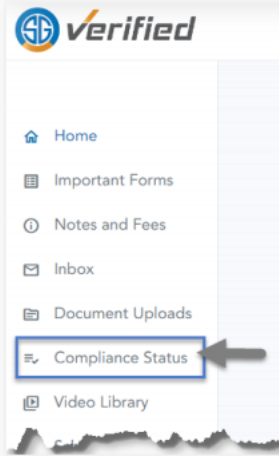
Login with your Verified username and password

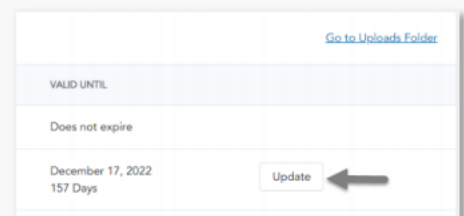This will take you to your Student Portal **Home** page
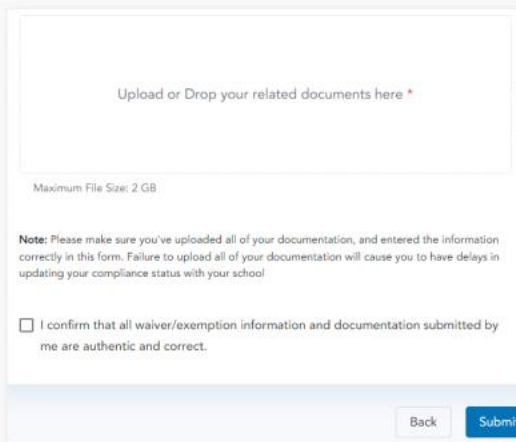
Step 2: Compliance Status

- Go to the Compliance Status page
- Find **Influenza or COVID** 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