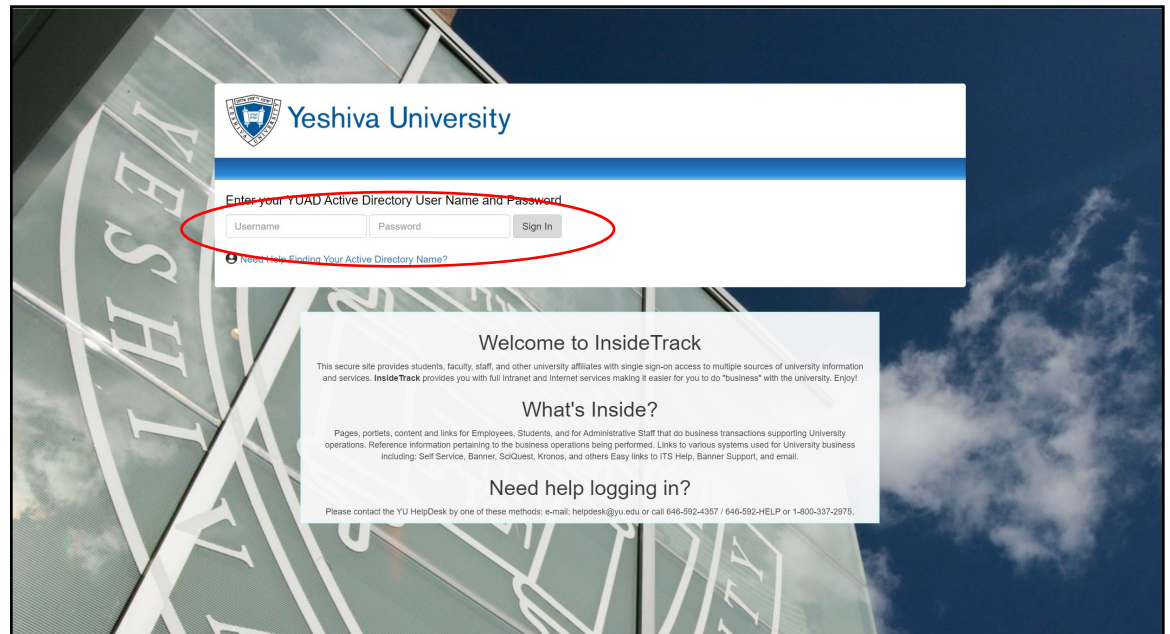


Instructions for students to upload proof of vaccination.

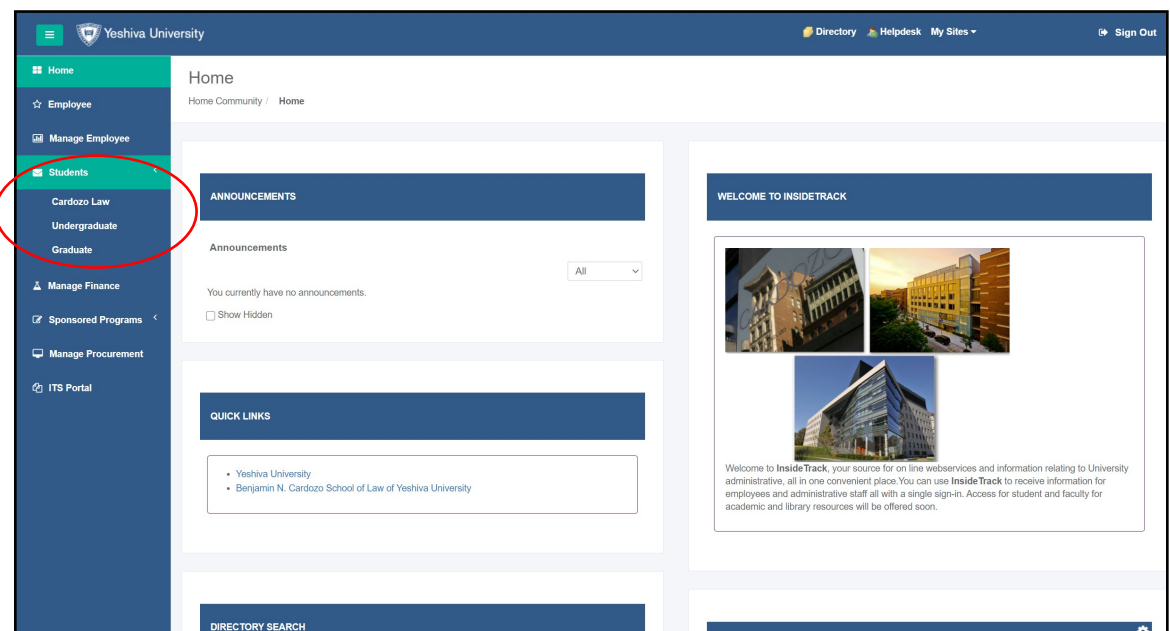
Step 1

Go to [Insidetrack.yu.edu](https://insidetrack.yu.edu) and log into your account.



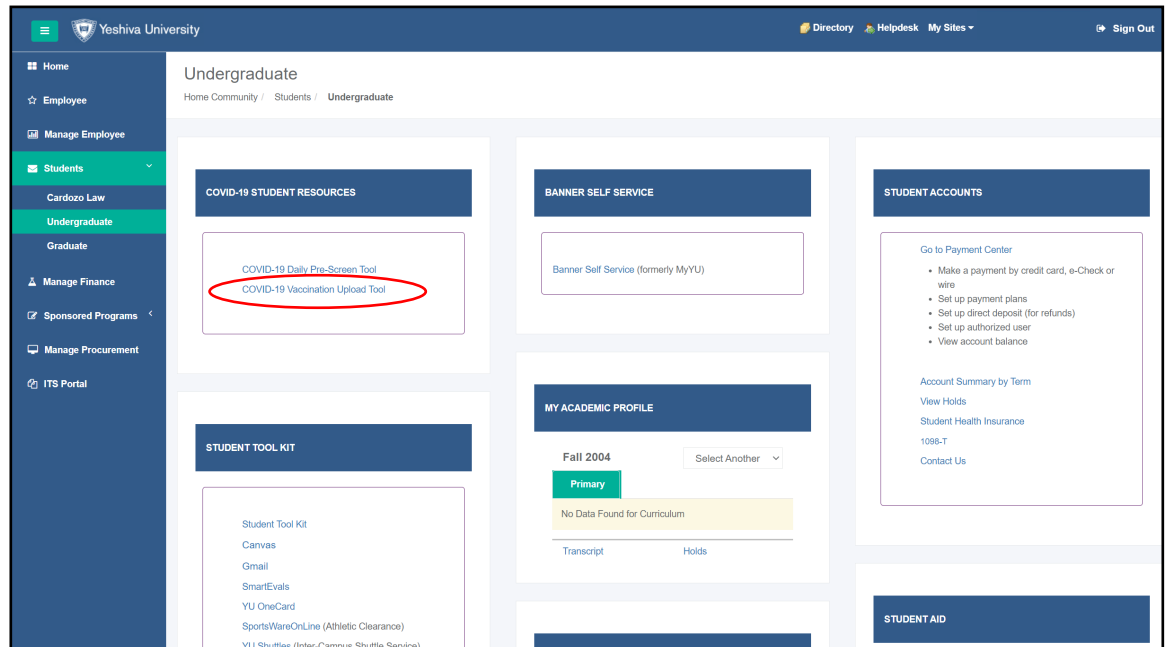
Step 2

Click on the correct school. (Please note that you may only have one option)



Step 3

Click on “COVID-19 Vaccination Upload Tool”



Step 4

Select Student, or Both (you are both an employee and a student)

Personal Information Development Officers Student Faculty Services Employee Services Finance Financial Aid

Search Go

COVID-19 Vaccination Upload Tool

I am a/n ☒ Student ☐ Employee ☐ Both

Please Upload Your Proof of Vaccination and click Upload. Acceptable formats include: JPG, PDF, BMP. To delete the document we have on file, click DELETE and select a new file.

No Photo Uploaded, or PDF file cannot be previewed

Submit a Document: No file chosen

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Step 5

Click on the “Choose File” button


Personal Information Development Officers Student Faculty Services Employee Services Finance Financial Aid

Search Go

COVID-19 Vaccination Upload Tool

I am a/n ☐ Student ☐ Employee ☐ Both

Please Upload Your Proof of Vaccination and click Upload. Acceptable formats include: JPG, PDF, BMP. To delete the document we have on file, click DELETE and select a new file.

 *No Photo Uploaded, or PDF file cannot be previewed*

Submit a Document:

RELEASE: 8.7.2

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Step 6

Use the pop up window to locate and select the file from your computer. The system can accept a JPG, PDF, or BMP file.


Personal Information Development Officers Student Faculty Services Employee Services Finance Financial Aid

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)

Please Upload Your Proof of Vaccination

- Acceptable formats:
 - JPG (files ending with .jpg)
 - PDF
 - BMP (default WINDOWS image format)
- To delete the document we have on file, click DELETE
- When you finished with this page, click RETURN TO MENU

 *No Photo Uploaded, or PDF file cannot be previewed*

Submit a Document:

VACCINE PROOF

[Return to Menu](#)

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Open

← → ↑ ↓ ↻ ↺ This PC > Desktop > VACCINE

Search VACCINE

Organize New folder

Name	Status	Date modified	Type
 THIS IS A VACCINE PROOF	✓	6/10/2021 11:02 AM	Adobe Act...

File name: All Files

Step 6

Visually confirm that the correct file has been selected and click the “Upload” button

The screenshot shows the 'COVID-19 Vaccination Upload Tool' interface. At the top, there are navigation tabs: 'Personal Information', 'Development Officers', 'Student', 'Faculty Services', 'Employee Services', 'Finance', and 'Financial Aid'. Below these is a search bar with a 'Go' button. The main content area has a title 'COVID-19 Vaccination Upload Tool'. Below the title, there are radio buttons for 'I am a/n' with options 'Student', 'Employee', and 'Both'. A message states: 'Please Upload Your Proof of Vaccination and click Upload. Acceptable formats include: JPG, PDF, BMP. To delete the document we have on file, click DELETE and select a new file.' Below this, there is a message: '*No Photo Uploaded, or PDF file cannot be previewed*'. The 'Submit a Document:' section shows a 'Choose File' button and the text 'This is a Vaccine.jpg'. Below this, there are 'Upload' and 'Delete' buttons. At the bottom, it says 'RELEASE: 8.7.2' and '© 2021 Ellucian Company L.P. and its affiliates.'

Step 7

Visually confirm that file has been uploaded.

The screenshot shows the 'COVID-19 Vaccination Upload Tool' interface after a successful upload. The navigation tabs and search bar are the same. The main content area has the title 'COVID-19 Vaccination Upload Tool'. Below the title, there is a red message: 'You have successfully uploaded a proof of vaccination. Please note that the file needs to be reviewed and approved. You can replace this file by uploading another file or close this tab to exit.' Below this, there are radio buttons for 'I am a/n' with options 'Student', 'Employee', and 'Both'. A message states: 'Please Upload Your Proof of Vaccination and click Upload. Acceptable formats include: JPG, PDF, BMP. To delete the document we have on file, click DELETE and select a new file.' Below this, there is a placeholder image for the vaccine proof. The 'Submit a Document:' section shows a 'Choose File' button and the text 'No file chosen'. Below this, there are 'Upload' and 'Delete' buttons. At the bottom, it says 'RELEASE: 8.7.2' and '© 2021 Ellucian Company L.P. and its affiliates.'

Once your file has been uploaded, an administrator will view the file and if appropriate approve your submission. Should there be any concerns with your submission, an administrator will contact you via YU email.