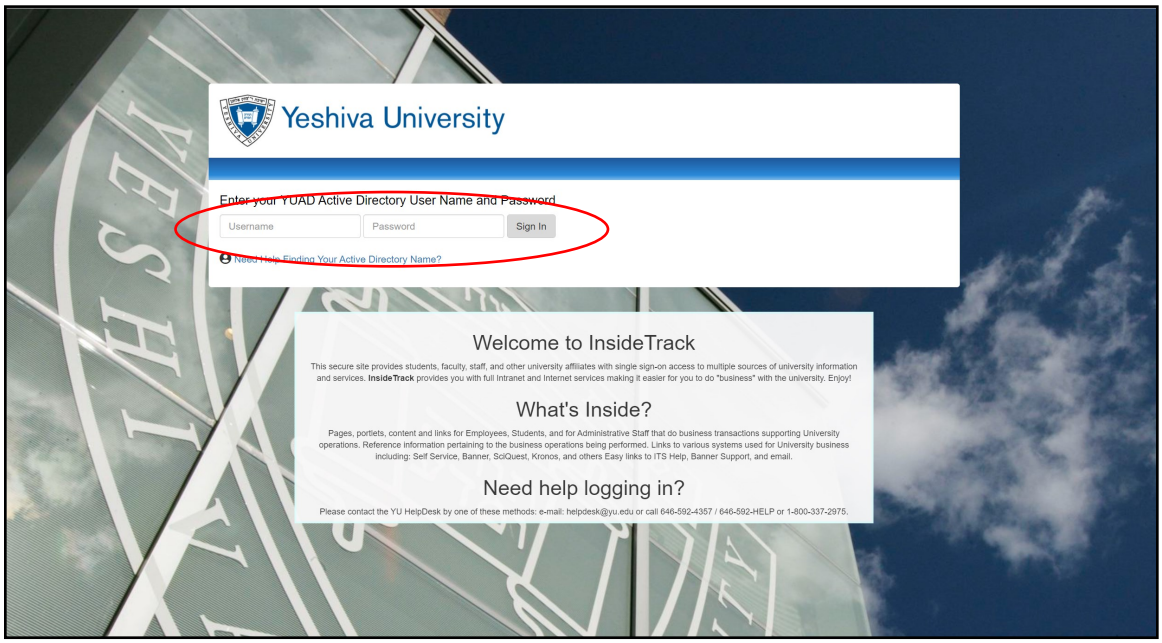
Instructions for students to upload proof of vaccination.

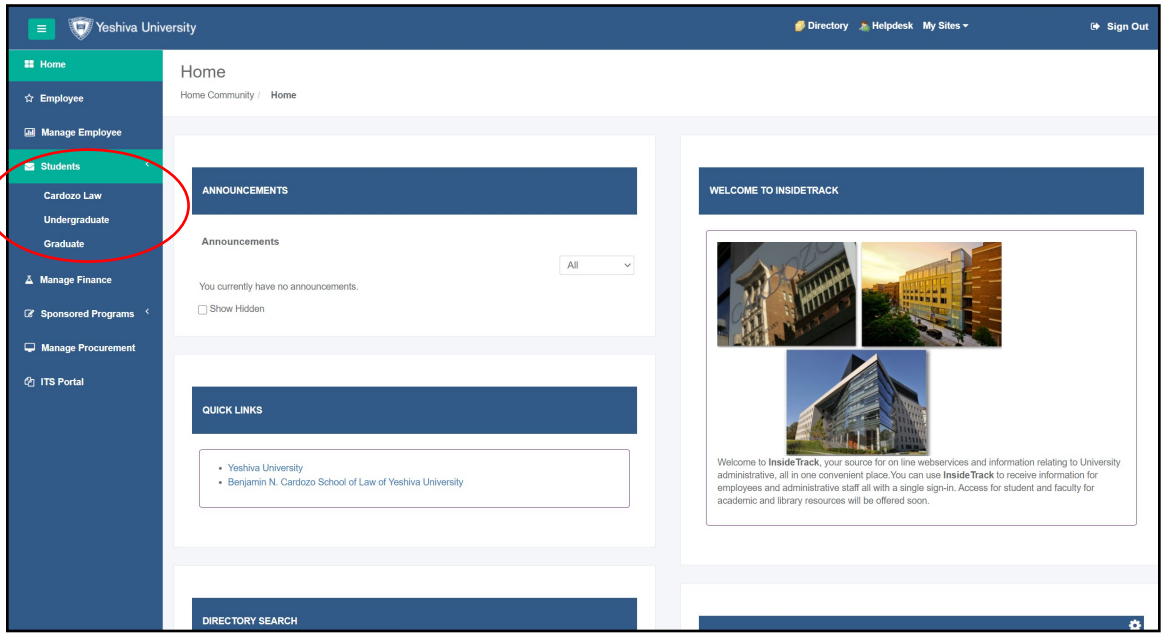
Step 1

Go to Insidetrack.yu.edu and log into your account.



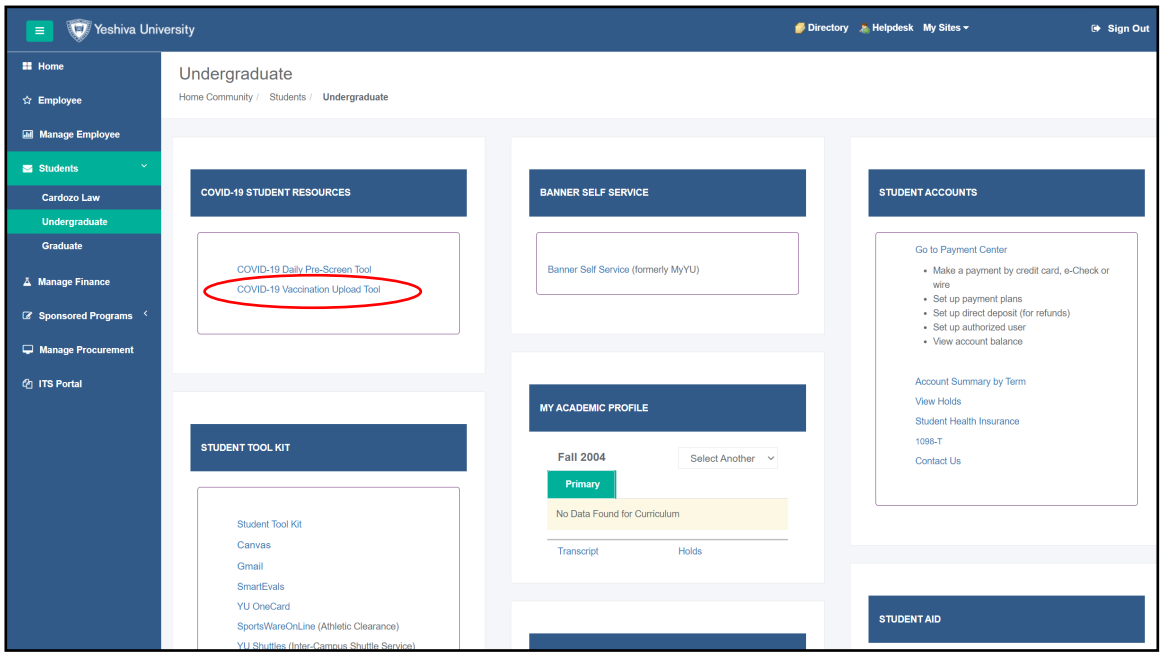
Step 2

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



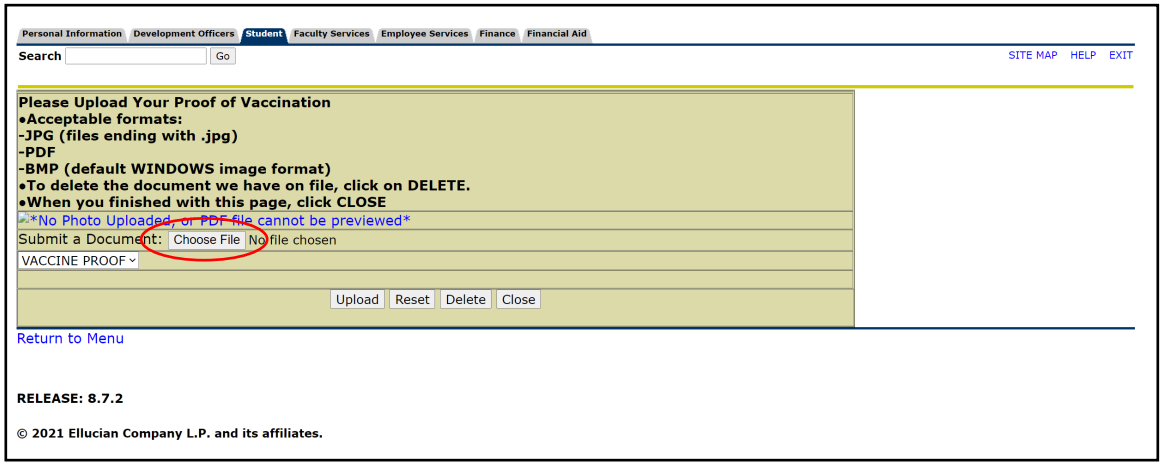
Step 3

Click on “COVID-19 Vaccination Upload Tool”



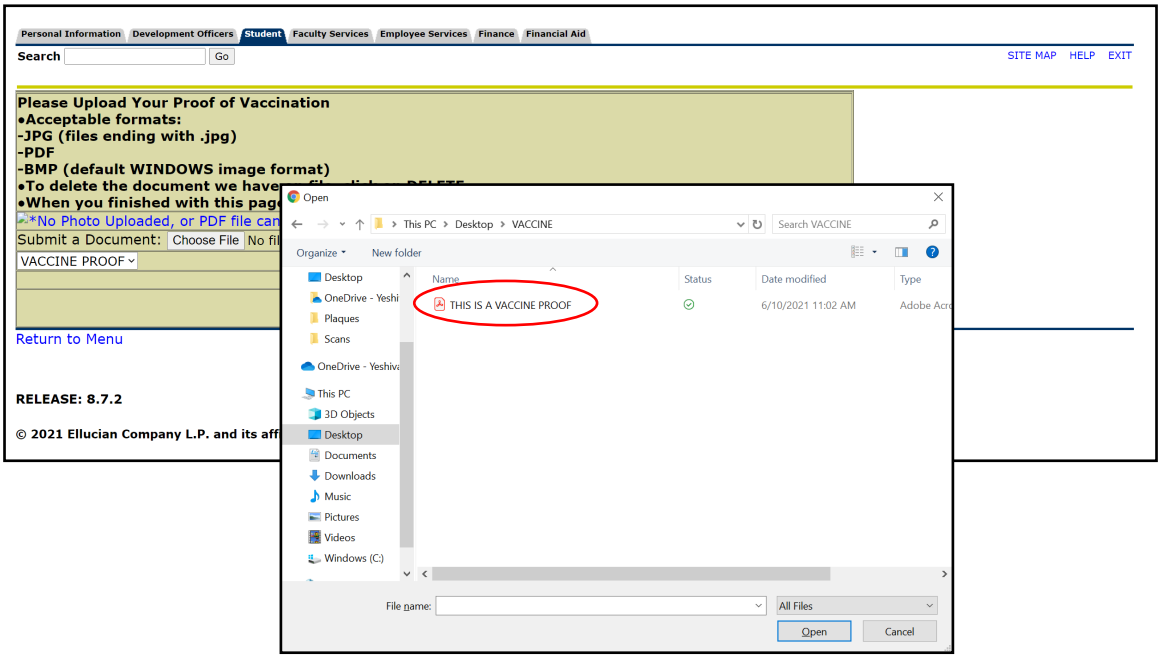
Step 4

Click on the “Choose File” button



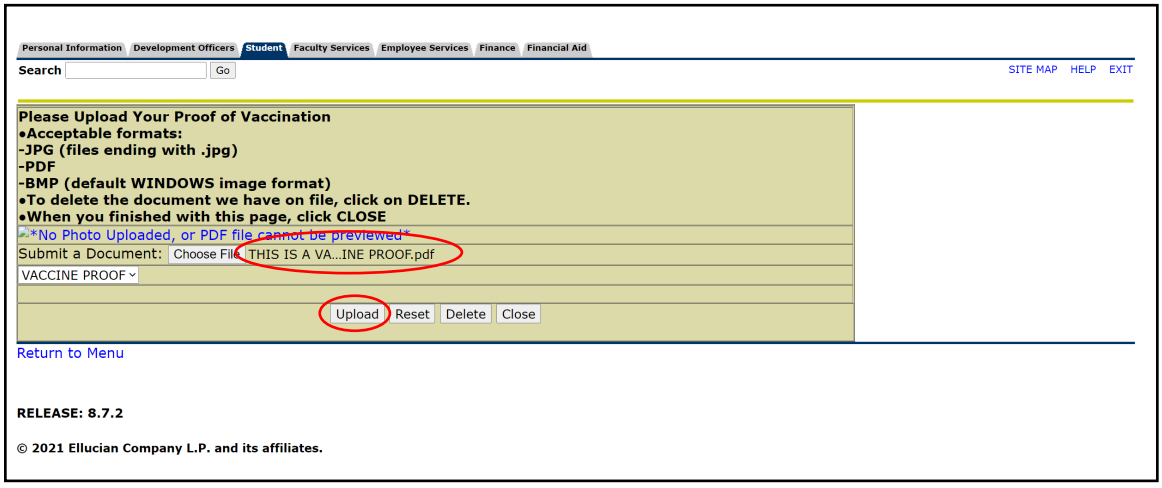
Step 5

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



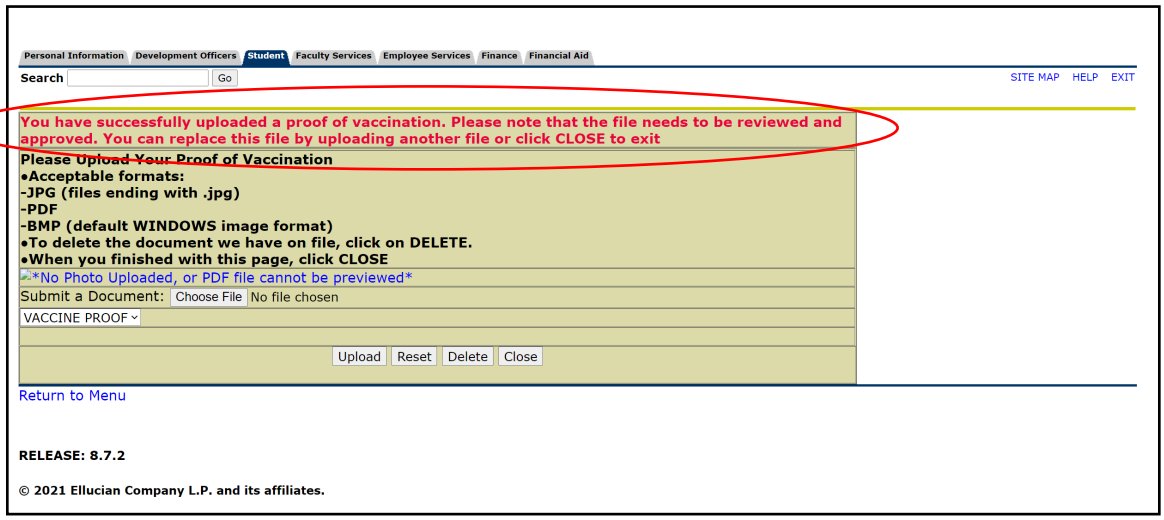
Step 6

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



Step 7

Visually confirm that file has been uploaded.



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.