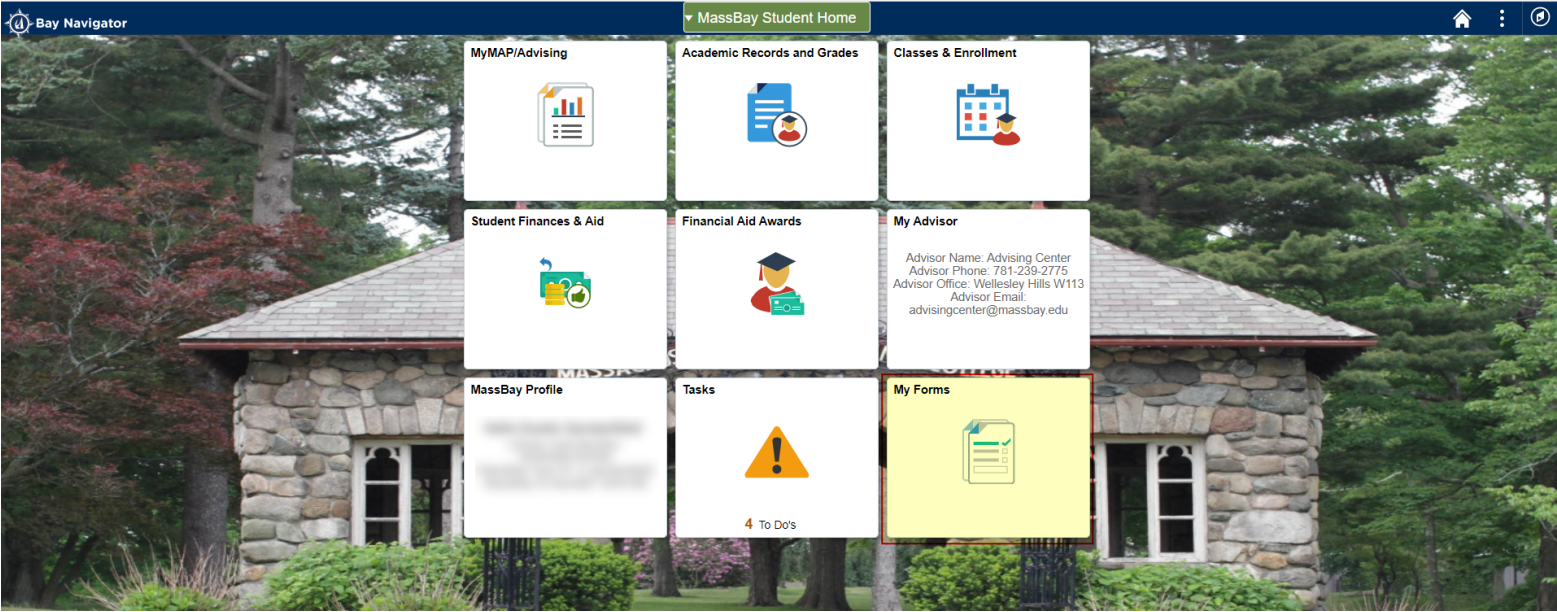


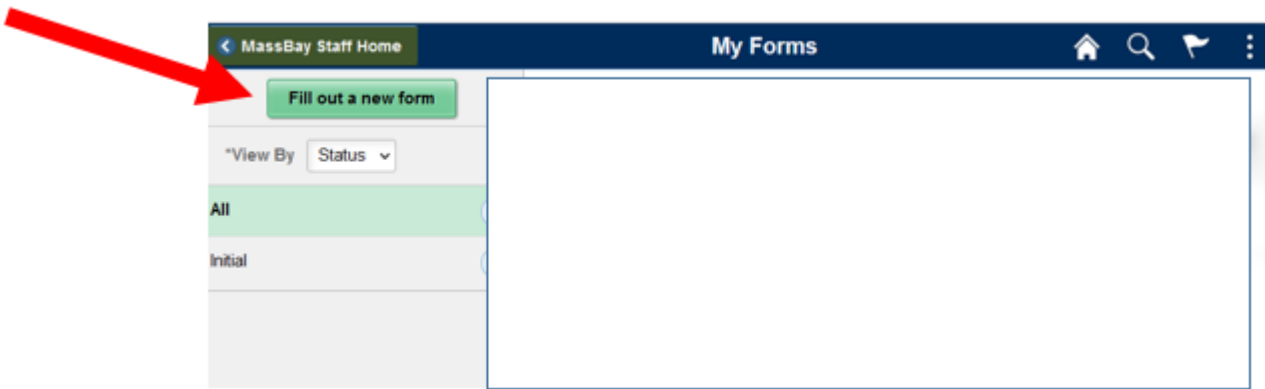
Steps for entering Student Vaccine information into Bay Navigator

Log into Bay Navigator

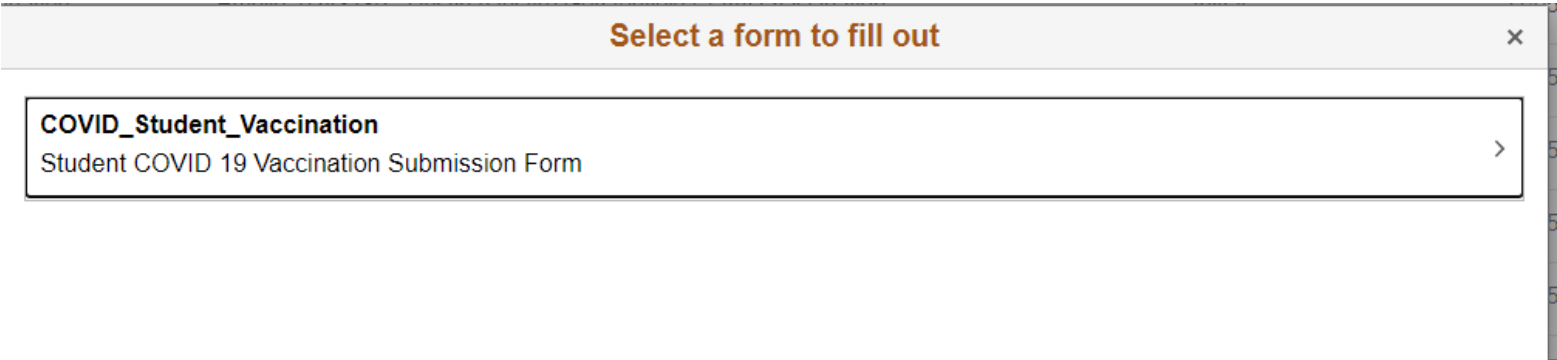
On the Homepage click on **My Forms** tile



Click **Fill out a new form** button



Select **COVID_Student_Vaccination** the list (it may be the only option)



A new screen will display with MassBay Student ID, Birthday, and Name pre-populated from Bay Navigator

My Forms

COVID_Student_Vaccination

Instructions

Save

Description

Emplid:

COVID Vaccination

Approval Status

Initial

Student ID

Birthdate

Created On

Name

*Vaccine Type

Vaccination Dates

*1st Dose

2nd Dose

Vaccination Proof

Please upload proof of vaccination by using the **Add Attachment** button below. Attachments must be either in the JPG, JPEG, or PDF format.

This information will be reviewed by a member of the Student Development staff.

The Green Submit button must be hit in order to be reviewed.

Attachments

There is no attachment uploaded.

Add Attachment

Begin by selecting the **Vaccine Type** from the drop down list (This a required field)

Requirements by vaccine type:

Jansen/J&J - require 1st Dose

Moderna and Pfizer – require 1st and 2nd dose

My Forms

COVID_Student_Vaccination

Instructions

Save

Description

Emplid:

COVID Vaccination

Approval Status

Initial

Student ID

Birthdate

Created On

Name

*Vaccine Type

Vaccination Dates

*1st Dose

2nd Dose

Vaccination Proof

Please upload proof of vaccination by using the **Add Attachment** button below. Attachments must be either in the JPG, JPEG, or PDF format.

This information will be reviewed by a member of the Student Development staff.

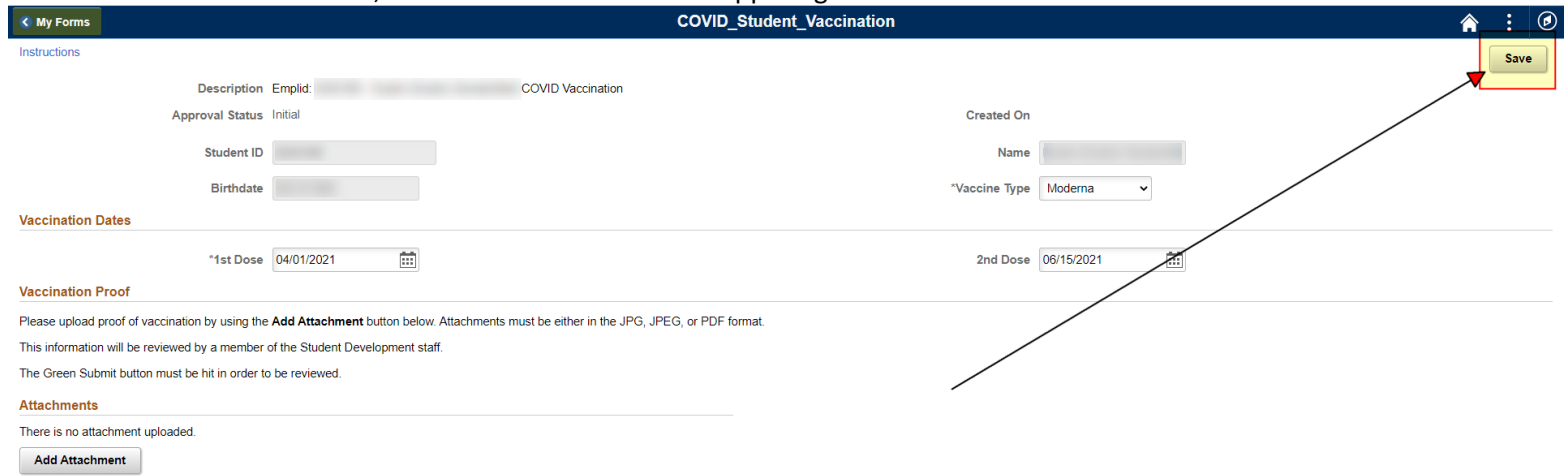
The Green Submit button must be hit in order to be reviewed.

Attachments

There is no attachment uploaded.

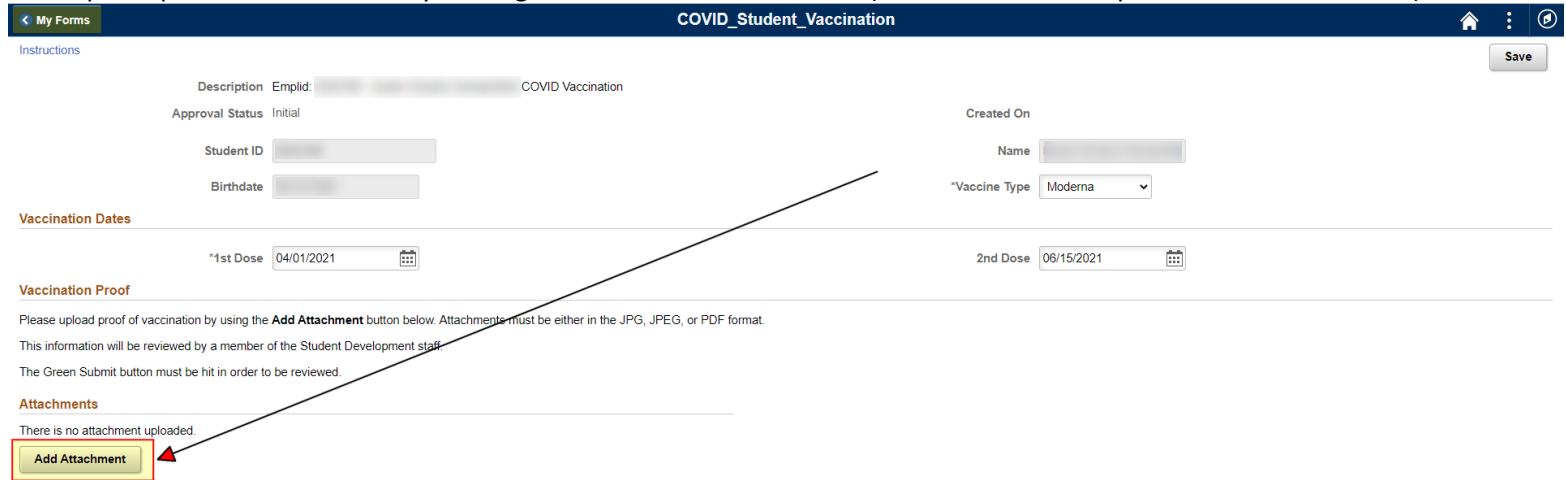
Add Attachment

Once dates have been entered, click the **Save** button in the upper right hand corner.



The screenshot shows the 'COVID_Student_Vaccination' form. At the top right, a yellow 'Save' button is highlighted with a red border and a red arrow pointing to it. The form contains several sections: 'Description' with 'Emplid' and 'COVID Vaccination'; 'Approval Status' set to 'Initial'; 'Student ID' and 'Birthdate' input fields; 'Vaccination Dates' with '1st Dose' (04/01/2021) and '2nd Dose' (06/15/2021) date pickers; 'Vaccination Proof' with instructions to upload proof; and 'Attachments' with an 'Add Attachment' button. A diagonal line is drawn across the form from the bottom left towards the top right.

Next upload proof of vaccination by clicking on **Add Attachment** button (an attachment is required for to submit form)



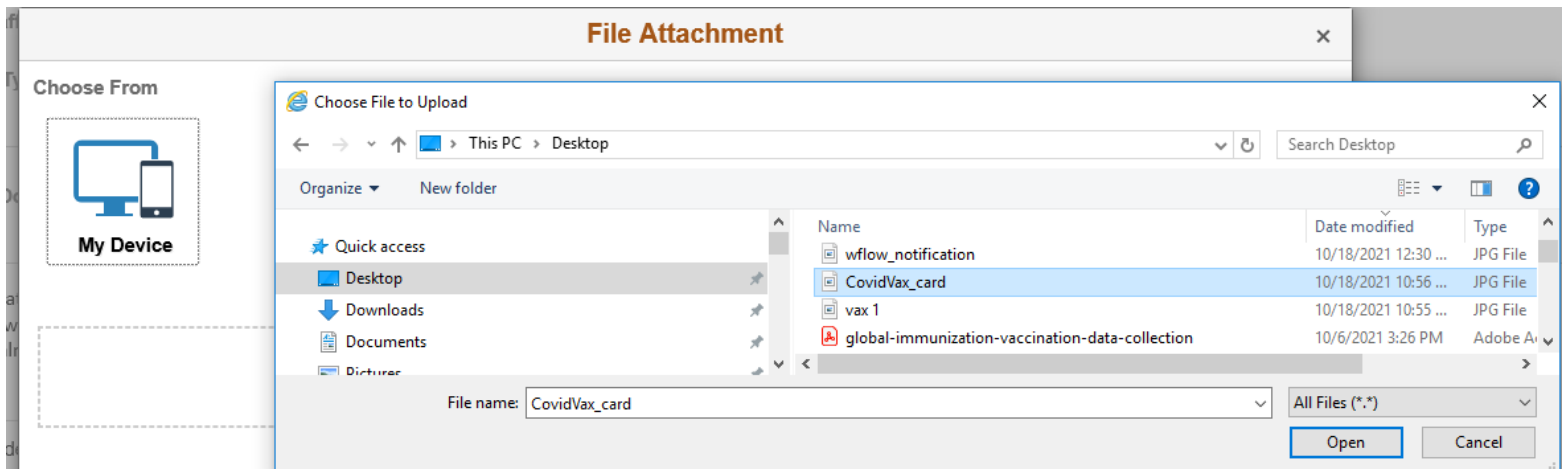
This screenshot is identical to the previous one, but the 'Add Attachment' button in the 'Attachments' section is highlighted with a red border and a red arrow pointing to it. The 'Save' button at the top right is no longer highlighted. A diagonal line is drawn across the form from the bottom left towards the top right.

A new screen will pop open, Click on the My Device image



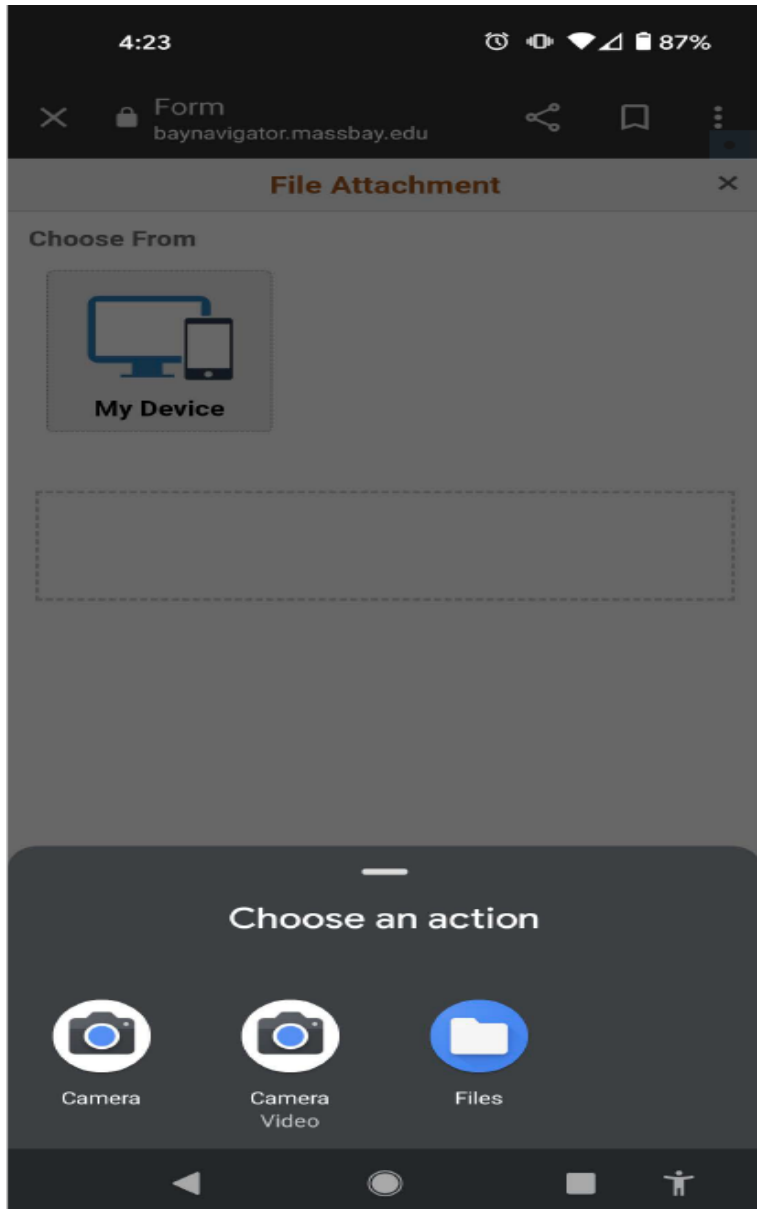
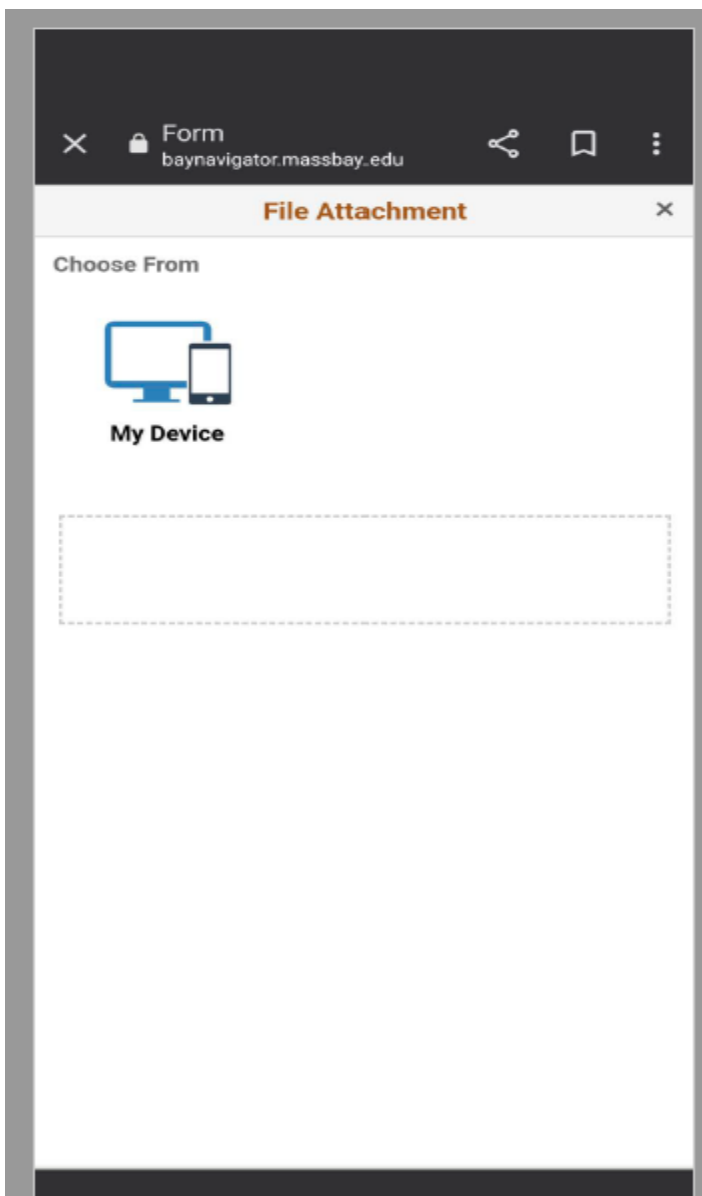
The screenshot shows a 'File Attachment' screen with a light gray background. At the top, the text 'File Attachment' is displayed in orange. Below it, the text 'Choose From' is shown. There are two icons: a blue computer monitor and a black smartphone, both labeled 'My Device' in bold black text. Below the icons is a large dashed rectangular box for file selection.

Select the image to **upload from your PC** as pictured below



Click **Open** for a file from the computer

or from your phone (Android screenshots)



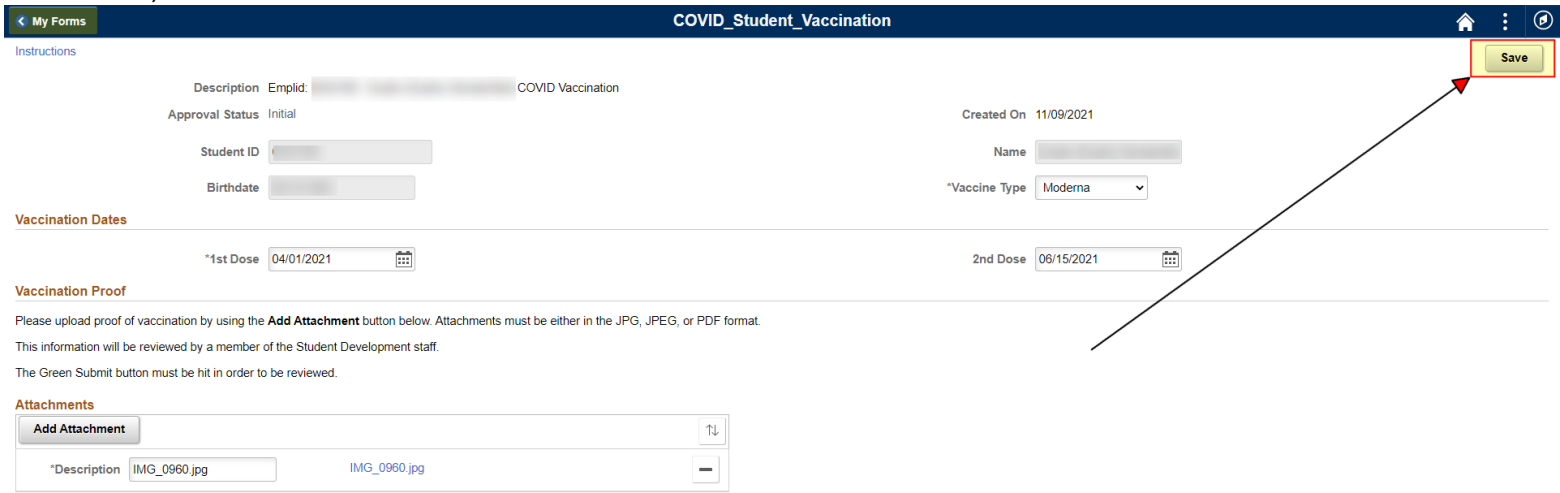
Once the file has been chosen, Click on the **Upload** button



Before leaving the page wait to see the Upload complete message, click the **Done** button to finish the attachment process



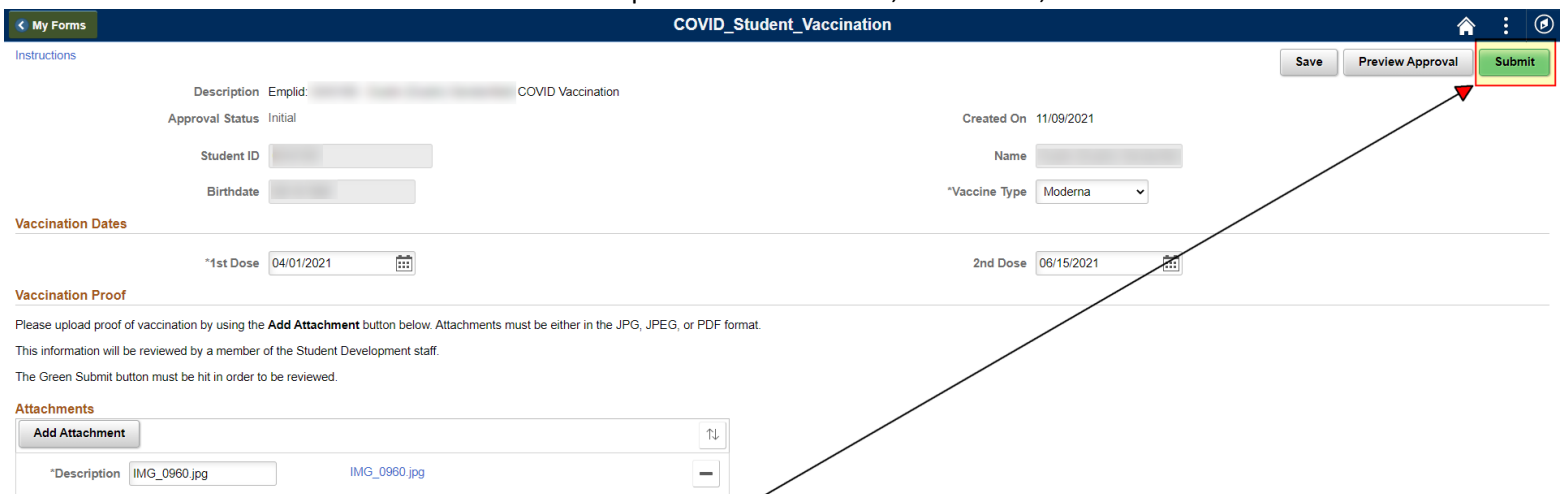
After review, click **Save**



The screenshot shows the 'COVID_Student_Vaccination' form. At the top right, a yellow 'Save' button is highlighted with a red box. A black arrow points from the bottom right towards this button. The form contains the following fields:

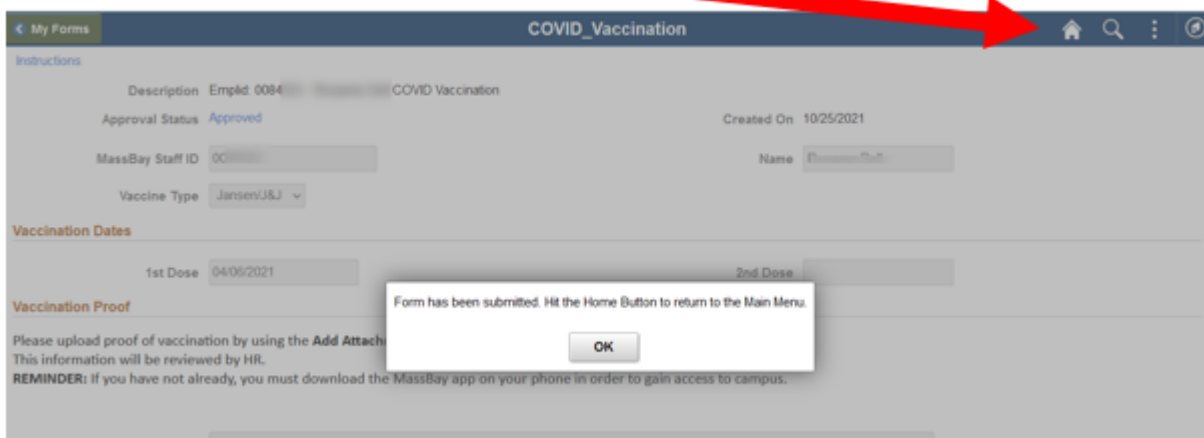
- Description:** Emplid: [redacted] COVID Vaccination
- Approval Status:** Initial
- Created On:** 11/09/2021
- Student ID:** [redacted]
- Name:** [redacted]
- Birthdate:** [redacted]
- *Vaccine Type:** Moderna
- Vaccination Dates:**
 - *1st Dose: 04/01/2021
 - 2nd Dose: 06/15/2021
- Vaccination Proof:** Please upload proof of vaccination by using the **Add Attachment** button below. Attachments must be either in the JPG, JPEG, or PDF format. This information will be reviewed by a member of the Student Development staff. The Green Submit button must be hit in order to be reviewed.
- Attachments:** A table with one row: *Description IMG_0960.jpg, IMG_0960.jpg.

The **Submit** button will become available once all required fields are saved, when done, click **Submit**



This screenshot is identical to the previous one, but the 'Save' button is no longer highlighted. Instead, the 'Submit' button at the top right is highlighted with a red box. A black arrow points from the bottom right towards this button. The form fields and content are the same as in the previous screenshot.

After submitting return to the main menu by Clicking on the Home icon



The screenshot shows the 'COVID_Vaccination' form after submission. A white dialog box in the center reads: 'Form has been submitted. Hit the Home Button to return to the Main Menu.' with an 'OK' button. A large red arrow points from the top right towards the Home icon in the top navigation bar. The form fields are now populated with different data:

- Description:** Emplid: 0084 COVID Vaccination
- Approval Status:** Approved
- Created On:** 10/25/2021
- MassBay Staff ID:** 00000000
- Name:** [redacted]
- Vaccine Type:** Jansen/J&J
- Vaccination Dates:**
 - 1st Dose: 04/06/2021
 - 2nd Dose: [redacted]
- Vaccination Proof:** Please upload proof of vaccination by using the **Add Attachment** button below. This information will be reviewed by HR. **REMINDER:** If you have not already, you must download the MassBay app on your phone in order to gain access to campus.

All forms will remain in the My Forms tile noting the status of each form. Only submit one form. The COVID Vaccination form will be sent to Student Development for approval and updating in the MassBay Mobile App.

Bay Navigator

MassBay Student Home

MyMAP/Advising

Academic Records and Grades

Classes & Enrollment

Student Finances & Aid

Financial Aid Awards

My Advisor

MassBay Profile

Tasks

My Forms

Advisor Name: Advising Center
Advisor Phone: 781-239-2775
Advisor Office: Wellesley Hills W113
Advisor Email: advisingcenter@massbay.edu

4 To Do's

MassBay Staff Home

My Forms

Fill out a new form

View By

Status

All

3

Approved

1

Form	Description	Approval Status	Created Datetime	Submitted Datetime
COVID_Vaccination	Emplid: [REDACTED]	Initial	10/25/21 4:26PM	
COVID_Vaccination	Emplid: [REDACTED]	Approved	10/25/21 2:45PM	10/25/2021 2:58PM