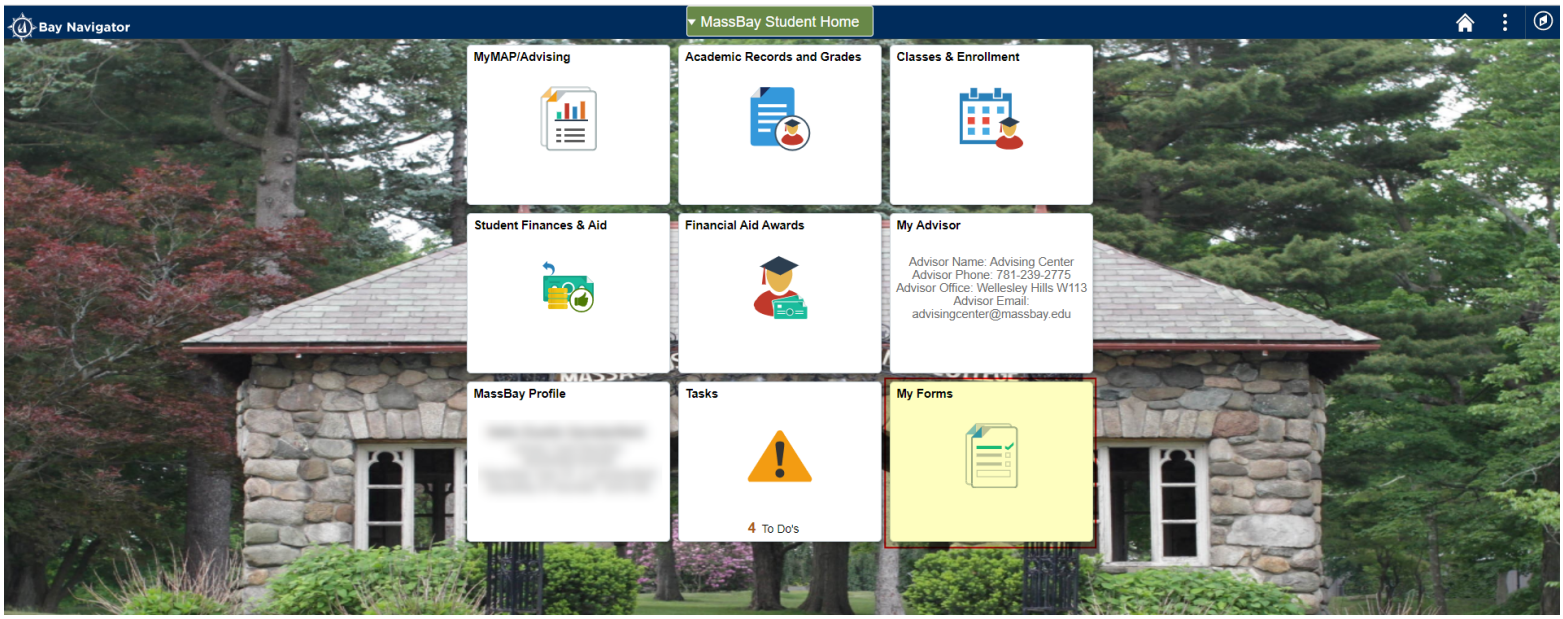
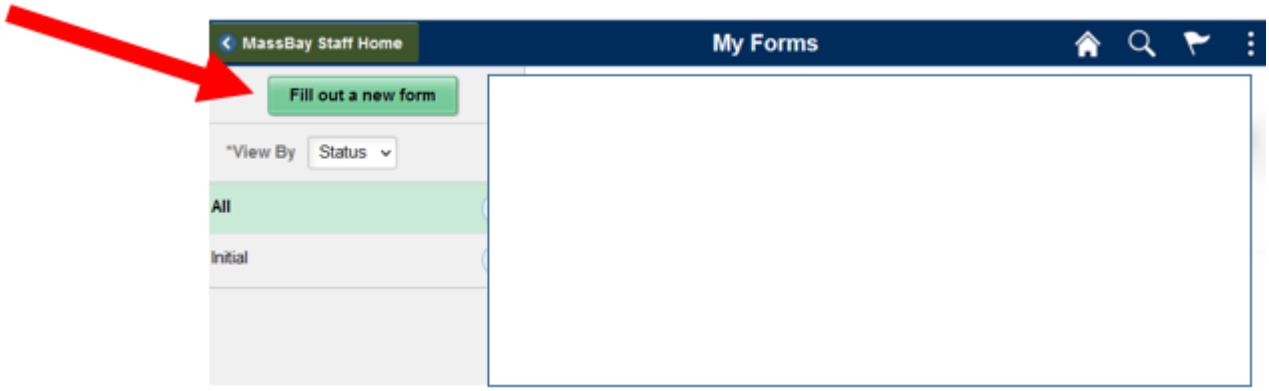
Steps for entering Student Vaccine information into Bay Navigator

Log into Bay Navigator

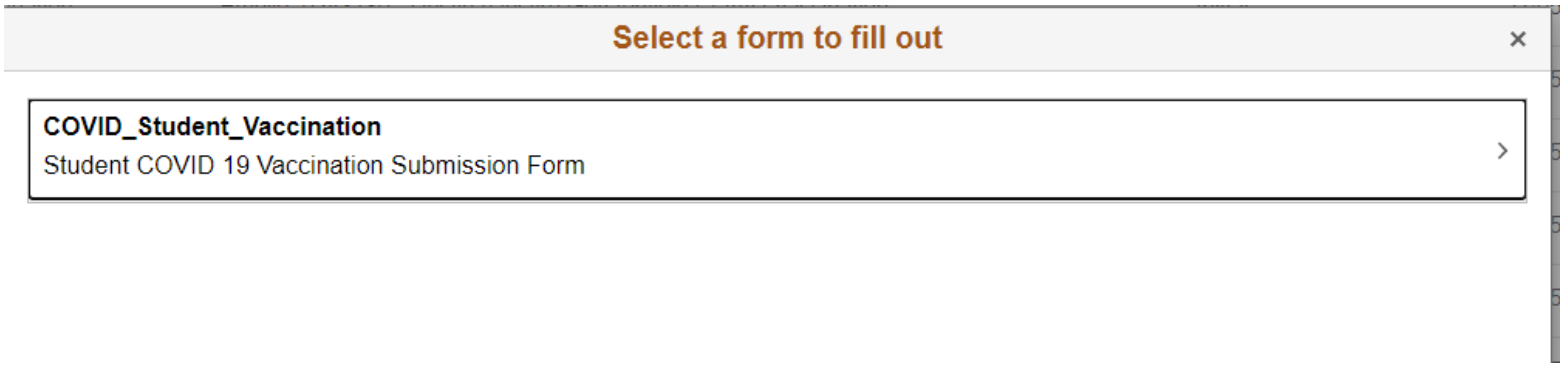
On the Homepage click on **My Forms** tile



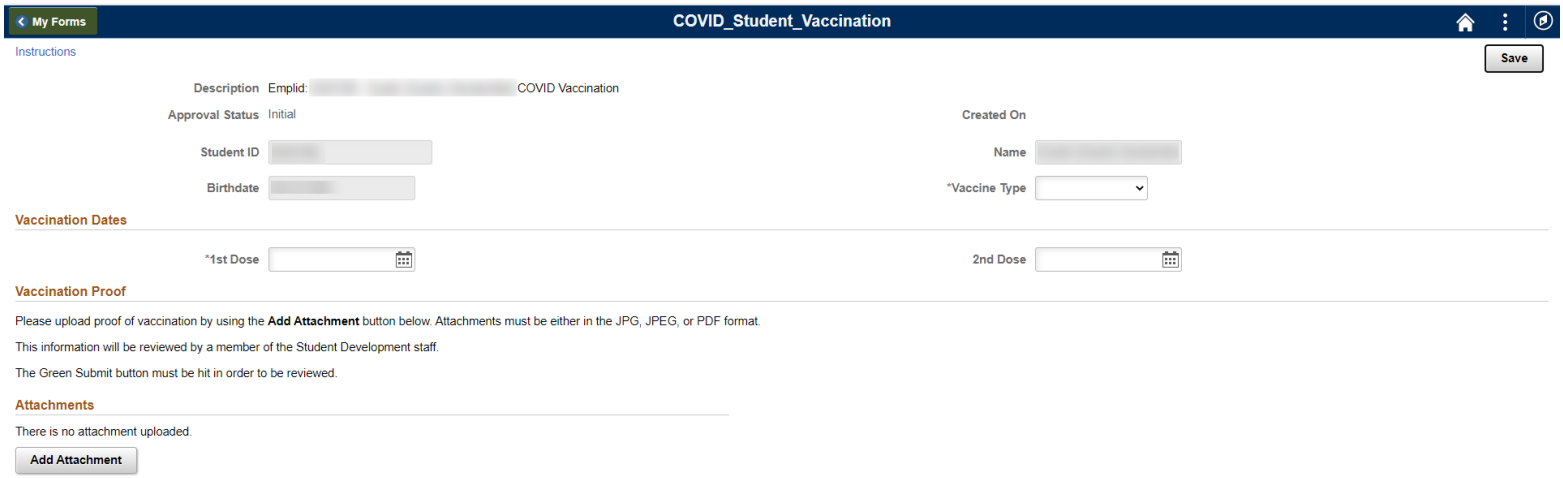
Click **Fill out a new form** button



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

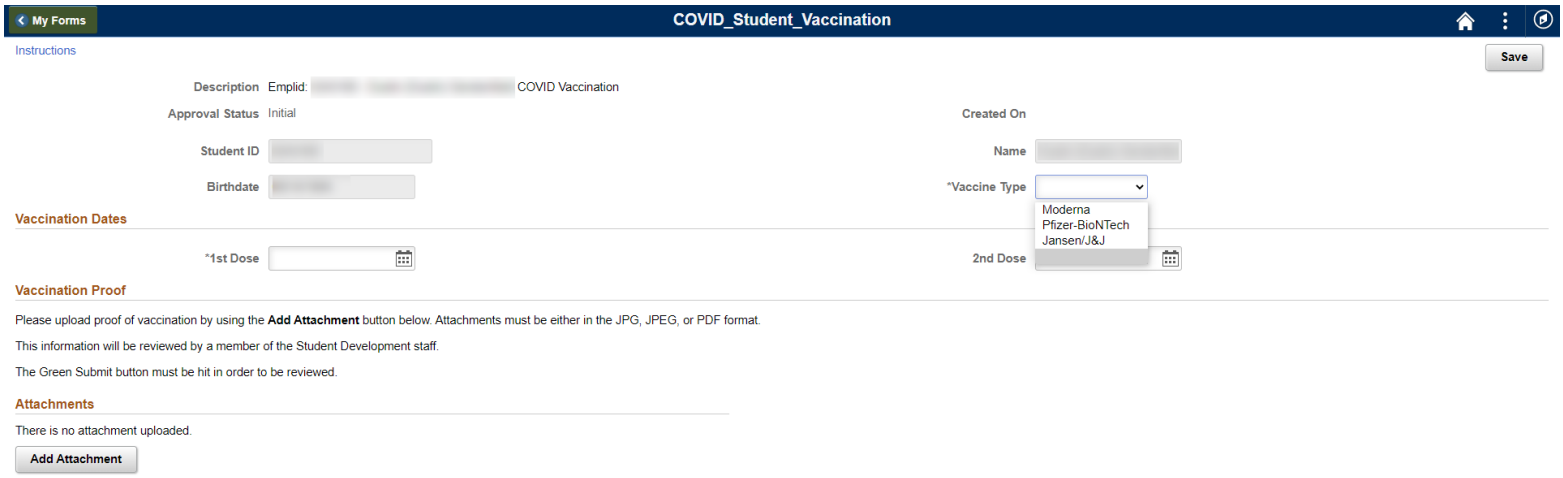


A new screen will display with MassBay Student ID, Birthday, and Name pre-populated from Bay Navigator

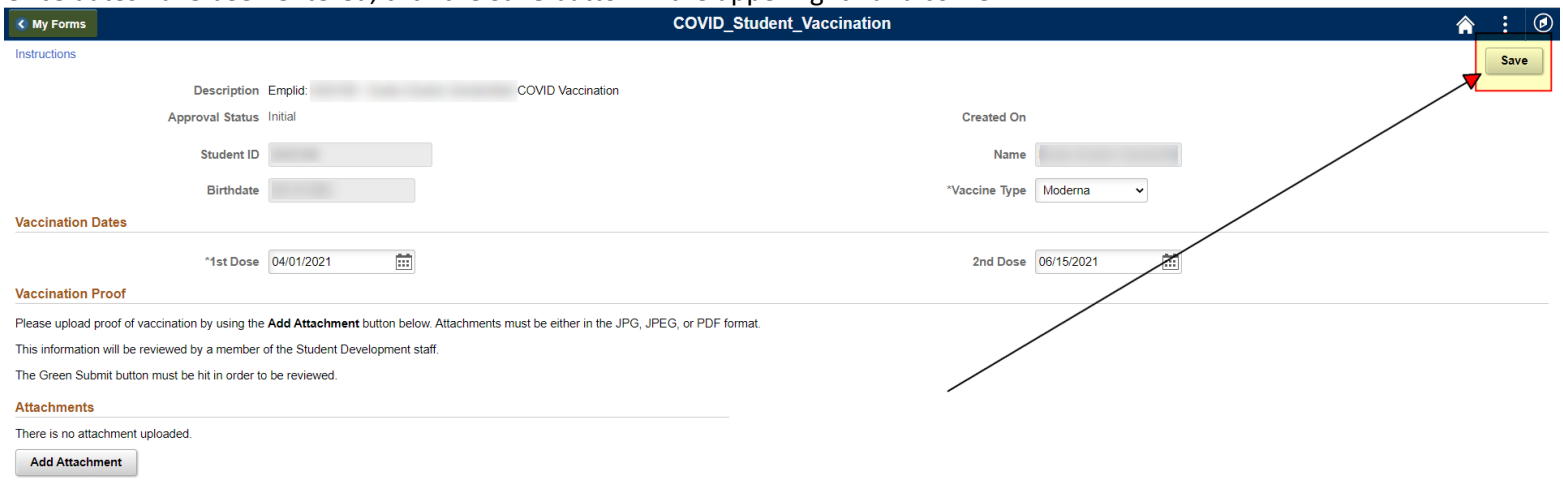


Begin by selecting the **Vaccine Type** from the drop down list (This a required field)
Requirements by vaccine type:

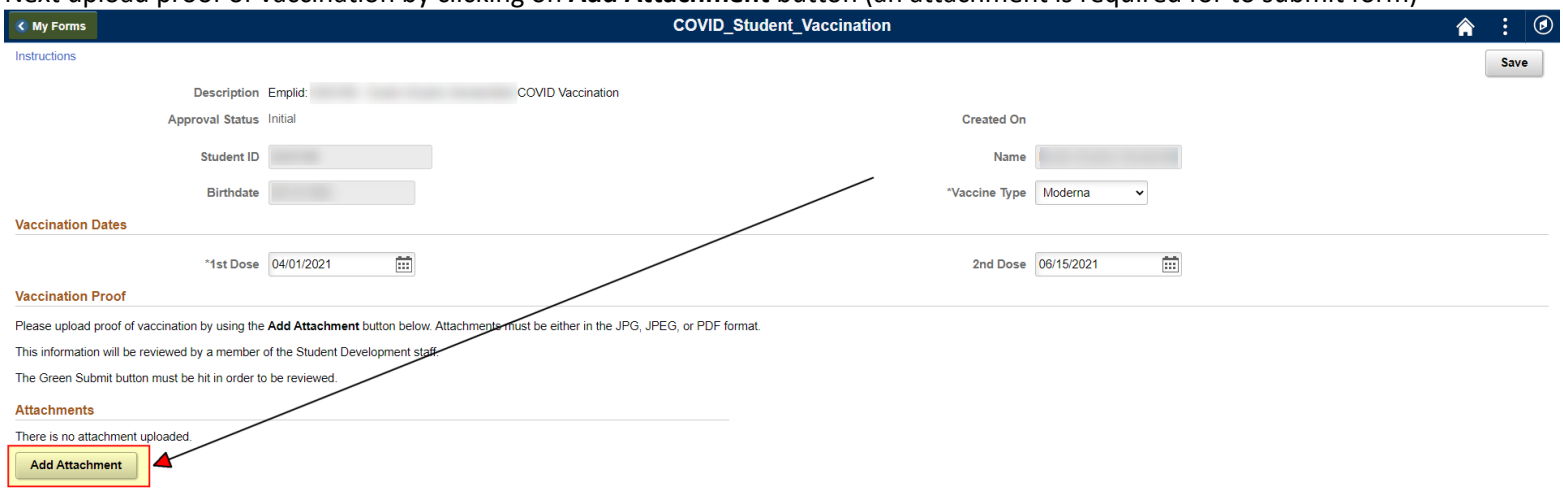
Jansen/J&J - require 1st Dose
Moderna and Pfizer – require 1st and 2nd dose



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

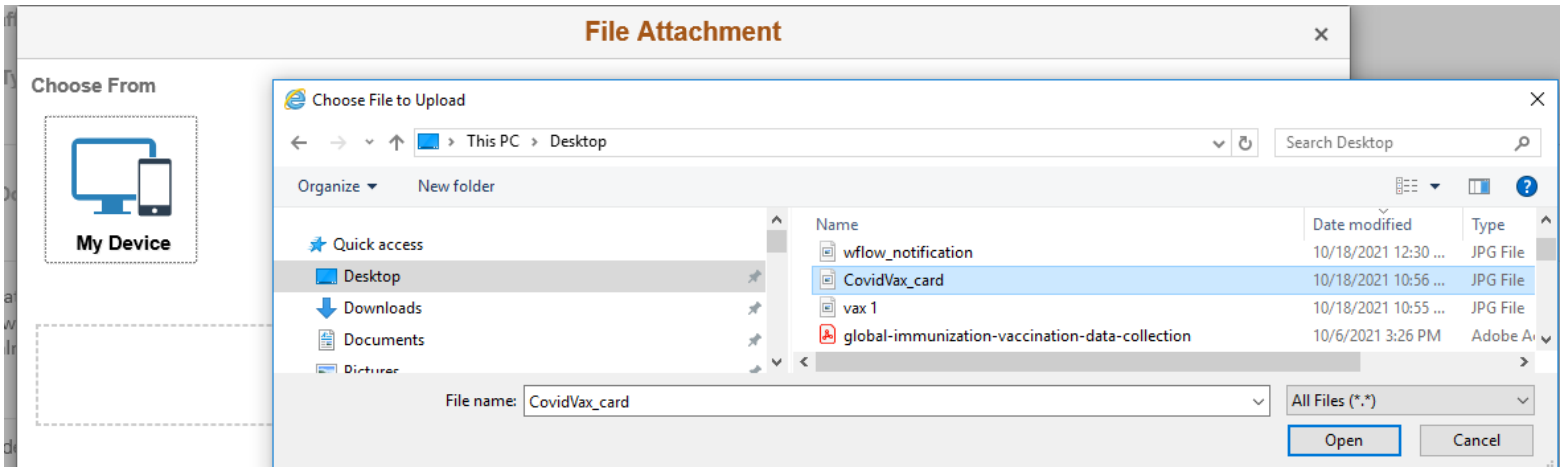


Next upload proof of vaccination by clicking on **Add Attachment** button (an attachment is required for to submit form)



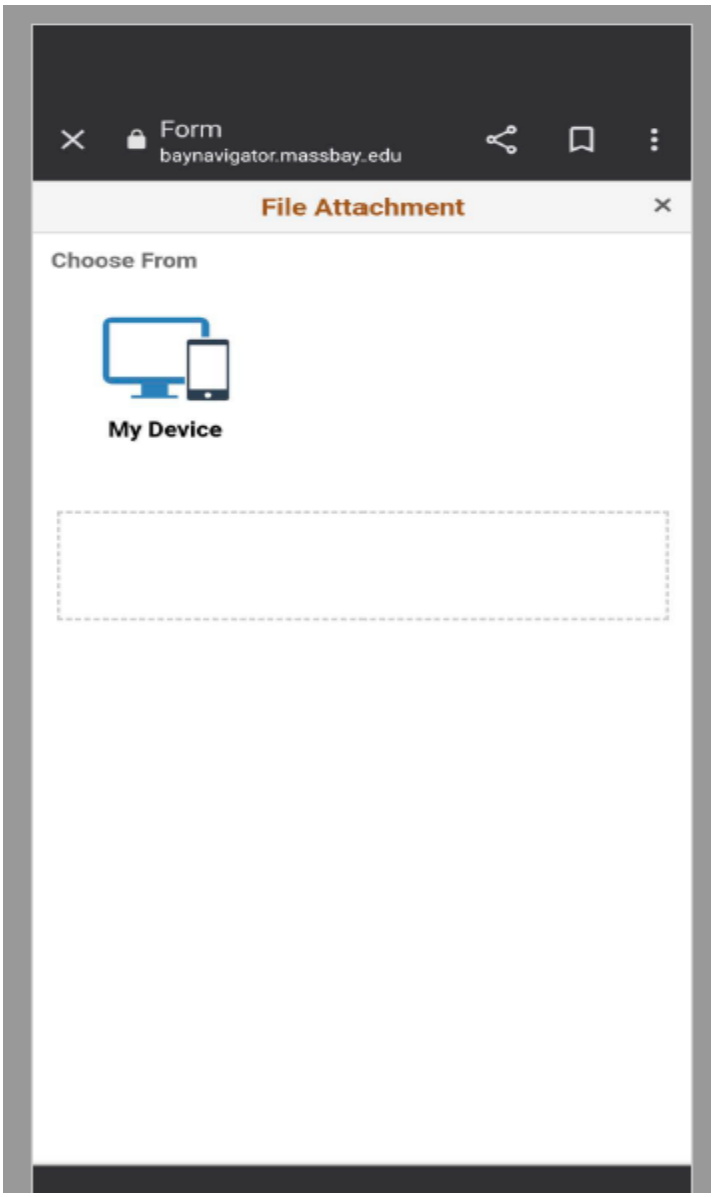
A new screen will pop open, Click on the My Device image

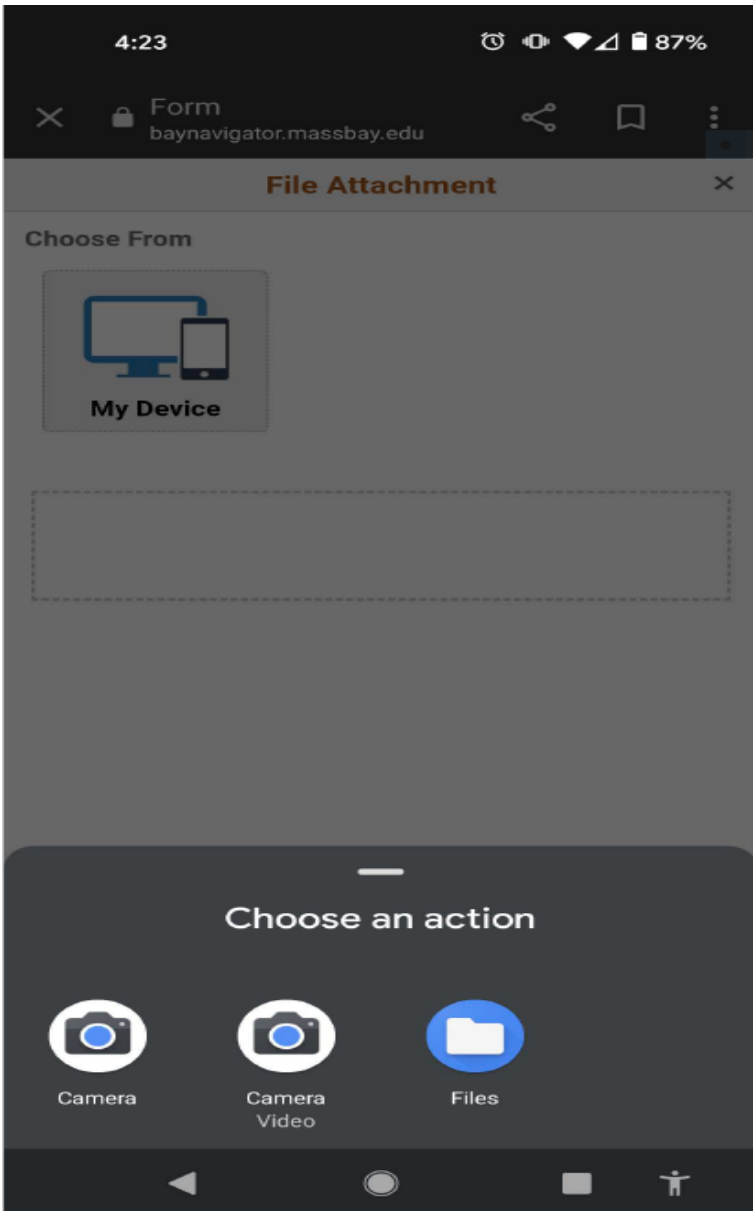
Select the image to **<u>upload from your PC</u>** as pictured below



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

or from your phone (Android screenshots)

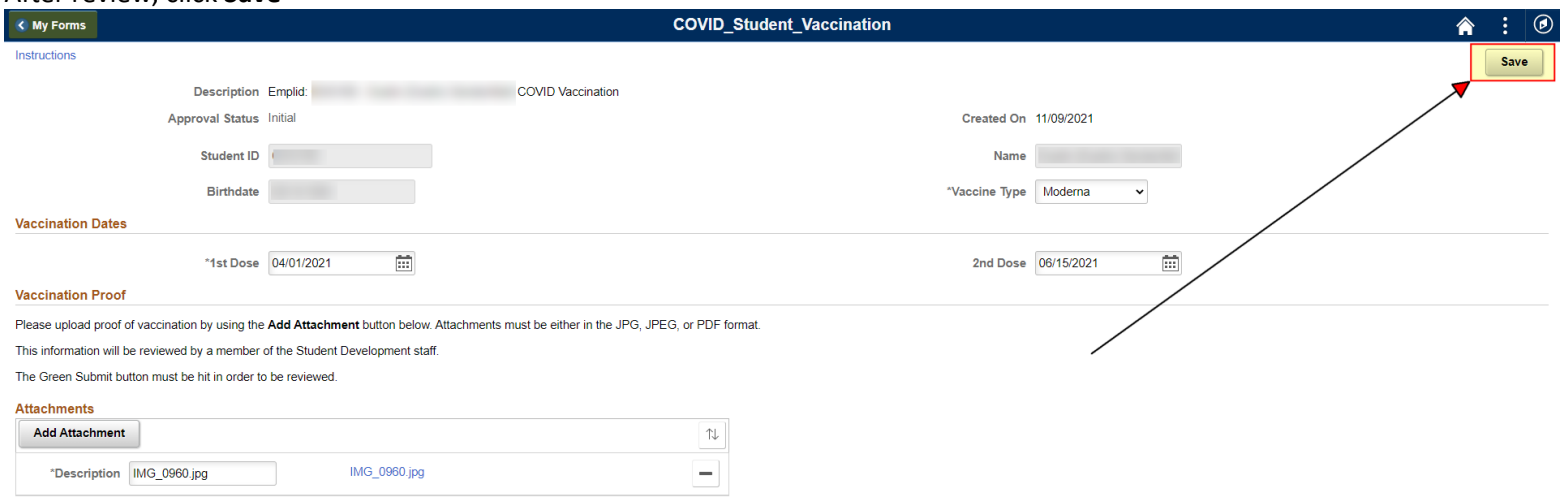




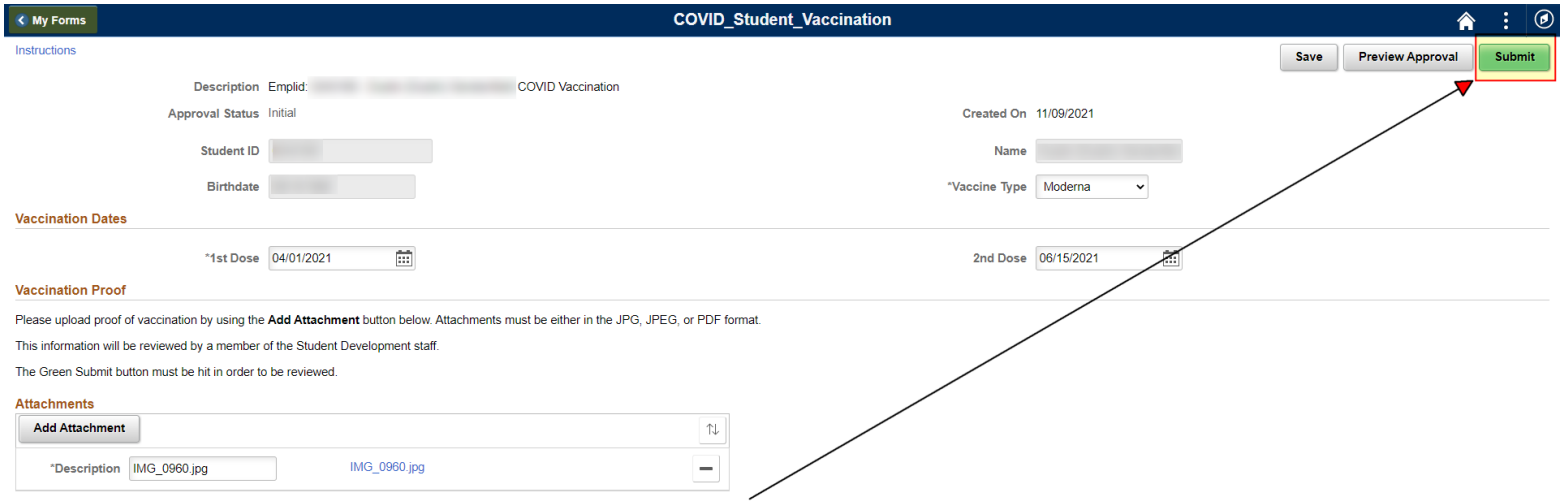
Once the file has been chosen, Click on the **Upload** button

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

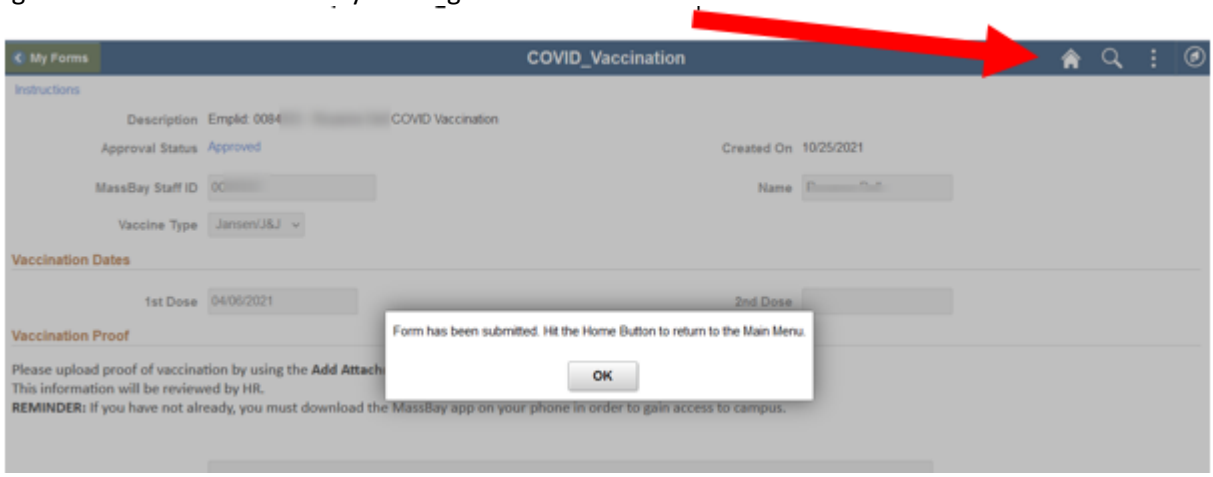
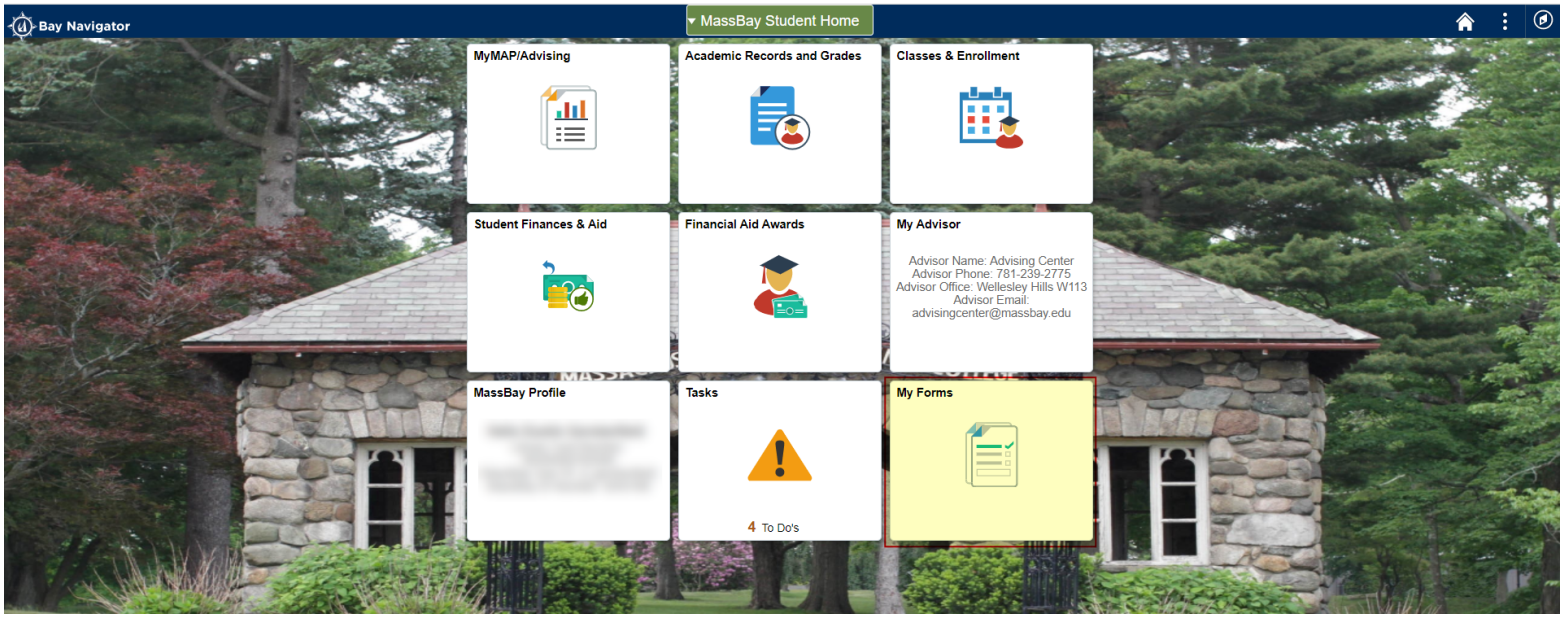
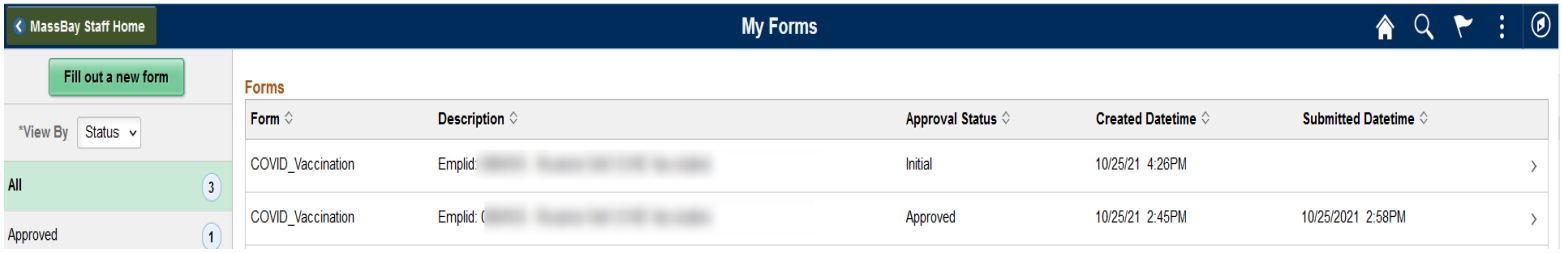
After review, click **Save**



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



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



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.