SUNY Vaccination Application Instructions

1. On your mobile device or computer go to https://suny.edu/StudentVaccinationPass/
2. Click "Select Campus" and choose your campus from the dropdown and entering in your Potsdam username and password.
3. On this page fill in your first and last name, DOB, phone number and zip code – all with the information that you used when you originally got your vaccine.
   a. DOB – fill in as mm/dd/yyyy including the /
   b. Phone number – make sure it is the number you used when you registered for the COVID-19 vaccine and fill in as xxx-xxx-xxxx including the -
   c. If you received your COVID-19 vaccine on campus at SUNY Potsdam the zip code is 13676.
4. You do not need to fill in the last part unless you attend other SUNY campuses.
5. Click "Verify"
6. If all that information is correct according to your registration details, then you will have a successful verification status and see an image like this:
7. Take a screenshot/print it for your records and so you have it to participate in certain events. If you do not have it handy, you can always log back in using the URL above and it will pop-up.
8. If you are **out of state**, you will need to upload the COVID-19 Vaccine Card for verification no matter what.
9. **If you do not receive a successful verification and you received your vaccine in NYS**, check that your DOB, phone number and zip code were entered correctly with / and –
10. **If you still cannot get it to process**, upload a picture of your COVID-19 Vaccine Card and wait for the system administrator to process the verification process. It may be that the vaccination location you went to did not file your paperwork properly (if in NYS).
11. **If everything is correct and you received your vaccine in NYS**, submit your COVID-19 Vaccine Card for verification attempt to submit the next day.
12. The system will re-submit after 15 days and again after 15 days, emailing you with updates and action items on how to troubleshoot.