

**Instructions on how to complete the COVID-19 vaccine compliance declaration and documentation upload on the Student Health Portal.**

This can be completed on a computer or a mobile device.

**Step 1:** Navigate to the District website (<https://www.wvm.edu/Pages/default.aspx>) and click on Covid – 19 information and navigate to Students – Vaccination Requirements

**Step 2:** When clicking the [link](#)

(<https://wvm.studenthealthportal.com/>)

You will be prompted to login with your student email and password.

**Step 3:** For students that have not already declared their vaccination status, a reminder will appear in the top left corner. Click on the link or “My Forms”. Then click on the “COVID-19 Vaccine Declaration Form for Students” link.

Please read the instructions thoroughly and mark the most appropriate answers. If you are fully vaccinated, you will be asked to supply your vaccination dates and the type of vaccine received. There are two statements to read and mark that you acknowledge before submitting the survey.

**Step 4:** Upload vaccine information (a photo of the front of your covid-19 vaccination card or a screen shot of your digital covid-19 vaccination card).

Click the select file button and select the vaccination card photo/screenshot you would like to upload.

Please note: You can only upload image files in the following formats:

('jpg', 'jpeg', 'gif', 'png', 'pdf', 'tiff', 'bmp')

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For the most recent information, please refer to the district website’s COVID-19 information page. (<https://www.wvm.edu/covid-19/Pages/default.aspx>)