

**Instructions on how to complete the COVID-19 vaccine compliance declaration and documentation upload for students taking on-campus classes.**

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 click on Navigate to Students – Vaccination Requirements

- Or -

Click the link in the email from West Valley – Mission Community College District with the subject “IMPORTANT INFORMATION REGARDING WINTER AND SPRING 2022 REGISTRATION”

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

(<https://generalssb-prod.ec.wvm.edu/BannerExtensibility/customPage/page/vacStatus>)

you will be prompted to login to the Portal with your student email and password, and if you’re already logged in it will take you directly to the declaration page (COVID-19 COMPLIANCE DECLARATION - Fall 2021 & Winter/Spring 2022)

**Step 3:** For students that have not already declared their vaccination status, a short survey will appear. This survey will not appear if you’ve already reported you’re fully vaccinated.

Please mark the most appropriate answer. If you are fully vaccinated, you will be asked to supply your most recent date of your final vaccination dose 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 upload now 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')

Click the upload button to complete the upload of the selected file. You will get a confirmation message when complete.

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This completes the requirements for the covid-19 vaccine compliance declaration and documentation upload for student taking on-campus classes.

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>)