

COVID-19 Vaccination Update Process:

Dear Students,

You can now update your COVID-19 Vaccinations through Synergy Gateway.

Currently the COVID -19 Vaccinations are given in two separate doses approximately 1 month apart. You will need to update both vaccinations separately in Verified by following the steps below:

STEPS FOR STUDENTS WHO ARE NEW TO VERIFIED AND HAVE NOT COMPLETED THEIR ESPC (ANNUAL CLEARANCE) APPOINTMENT:

Process to submit your COVID vaccinations before your ESPC appointment:

1. Log into your Verified profile
2. Upload any proof(s) of your COVID-19 Vaccination documentation in the same place as all your other immunization documentation
3. Synergy will review your COVID-19 Vaccination information along with your other supplied immunization documentation at the time of your ESPC appointment.
4. If you are awaiting your second dose, use the steps below to submit that documentation in the future

STEPS FOR STUDENTS WHO HAVE ALREADY COMPLETED AN ESPC APPOINTMENT WITH VERIFIED

Please note you do NOT have to book another ESPC appointment to update your COVID vaccination(s), they can be done through your profile by following the steps outlined below:

1. Log into your Verified profile
2. Upload proof of your COVID-19 Vaccination Dose 1
3. On your compliance tab in my profile section and click the update button next to COVID -
4. Enter the information requested and click submit. (Date of vaccination and the manufacture information)
5. Synergy will update your COVID-19 Vaccination information within 5 - 10 business days from your submission.
6. Repeat the steps outlined above to update us with your second vaccination

Please note:

After you update your first vaccination your COVID -19 Status in your Compliance Tab will read (PENDING SECOND DOSE)

When both vaccinations are updated in the system your status will read (IMMUNIZED) and this will complete the process.

Synergy will not email you after you have submitted proof of your vaccinations to let you know they have been updated successfully; you can check that yourself by going to your Compliance tab. We will only reach out to you if we need further clarification.

Again – Please do NOT book an ESPC appointment for this update or you will be charged, and we will not be able to issue refunds.

This is what your profile will look like throughout the different phases

No Vaccinations have been updated:

COVID-19 NO STATUS	
Does Not Expire	
Free Update 	OPEN

After you have updated us with your first vaccination, and it is in review:

COVID-19 NO STATUS
Does Not Expire
Update Provided to Verified: Feb 26, 2021
Free Update - In Review

Once we have approved your first vaccination:

COVID-19 PENDING SECOND DOSE	
First Dose: Jan 2, 2021 (Pfizer)	
Does Not Expire	
Free Update	OPEN

Once we have approved your second vaccination:

COVID-19 IMMUNIZED
Dose 1: Jan 2, 2021 (Pfizer) Dose 2: Feb 26, 2021 (Pfizer)
Does Not Expire

