

SUBMITTING YOUR RESPONSE IN THE WVU COVID-19 VACCINE VERIFICATION SYSTEM

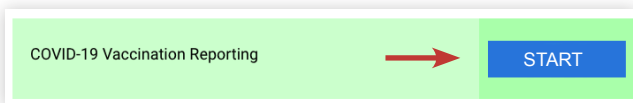
1. You will submit your response in the **WVU COVID-19 Vaccine Verification System** via **StarRez** (WVU's housing portal): myhousing.wvu.edu.
2. Click the **Login** button in the upper right-hand corner of the screen. WVU login credentials and a WVUID number are required to complete the form. You can claim your account, reset your password or find your WVUID number at login.wvu.edu.



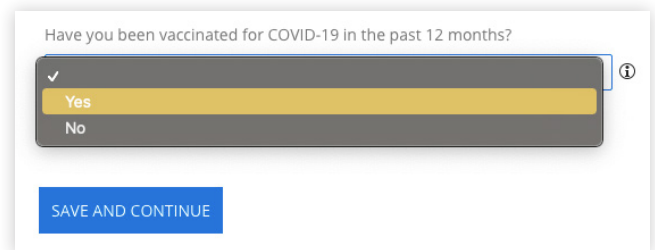
3. After logging into **StarRez**, select the **COVID-19** link at the top of the screen.



4. Select the **START** button in the **COVID-19 Vaccination Reporting** section of the page.

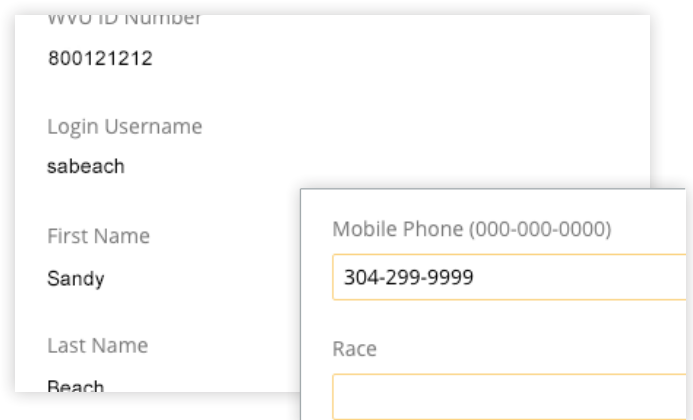


5. Use the drop-down menu to indicate whether you have been vaccinated for COVID-19 in the last 12 months. Select **SAVE AND CONTINUE**.

A screenshot of a survey question: 'Have you been vaccinated for COVID-19 in the past 12 months?'. A drop-down menu is open, showing 'Yes' selected with a checkmark and 'No' below it. A blue 'SAVE AND CONTINUE' button is located below the menu.

Note: If you select **NO** to this question, your survey is complete. If you select **YES**, you will be asked to provide additional information.

6. On the **Personal Information and Vaccine Received** page, review your personal information and enter your mobile phone number (required) and race (optional) in the related fields.

A screenshot of the 'Personal Information and Vaccine Received' form. Fields include: 'WVU ID Number' (800121212), 'Login Username' (sabeach), 'First Name' (Sandy), 'Last Name' (Reach), 'Mobile Phone (000-000-0000)' (304-299-9999), and 'Race'.

7. Review your **Local Contact Address** and make any necessary adjustments.

Address Line 1
123 Easy Street

Address Line 2
<empty>

City
Morgantown

State
WV

ZIP Code
26505

8. Under the **Vaccine** section, use the drop-down menu to select the COVID-19 vaccine you received. Select **SAVE AND CONTINUE**.

Vaccine

Which vaccine did you receive?

- ✓ Johnson & Johnson
- Moderna
- Pfizer-BioNTech
- Bharat BBV152 (Covaxin)
- CanSino Ad5-nCoV (Convidecia)
- CoviVac
- Oxford-AstraZeneca
- Sinopharm BBIBP-CorV (Beijing)
- Sinopharm WIBP-CorV (Wuhan)
- Sinovac CoronaVac
- Sputnik V (Gamaleya)
- Vector Institute EpiVacCorona
- ZF2001 (RBD-Dimer)

9. On the **Vaccine Information** page, select or enter the date, city, state and country in which you received your first dose. Then complete the same steps for your second dose (if applicable). Select **SAVE AND CONTINUE**.

First Dose

Date
☑ Fri, 5 Feb 2021

City
Morgantown

Second Dose

Date
☑ Fri, 5 Mar 2021

City
Morgantown

Note: If you did not receive your second dose of the COVID-19 vaccine (if one was required), you will be asked to choose a reason why from a drop-down menu.

10. On the **Acknowledgment** page, confirm all information is accurate and enter your WVUID in the **Signature** field to electronically sign the acknowledgement form. Select the **I AGREE** button.

I hereby certify that the information submitted on this form may be subject to appropriate discipline, up to and including suspension or subject to discipline in accordance with policies and procedures.

To complete your acknowledgement, enter your WVU ID number.

Signature:

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I AGREE ←

11. On the **Confirmation** page, confirm your information is correct. Select **COMPLETE**.

I hereby certify that the information submitted on this form may be subject to appropriate discipline, up to and including suspension or subject to discipline in accordance with policies and procedures.

Name
Sandy Beach

Signature
800121212

Date Signed
4/23/2021 09:34:45

If any of the information above is incorrect and you need to start over, click the **RESET** button.

COMPLETE ←

Note: If any of your details are incorrect, you must select the option at the bottom of the page to start over. You then will be prompted to reset your information.

*If you need to update your information at any time, log into **StarRez**, reset your information and follow the above steps again.*
