1. You will submit your booster dose information in the **WVU COVID-19 Vaccine Verification System** via StarRez (WVU’s housing portal): [myhousing.wvu.edu](http://myhousing.wvu.edu).

2. Click the **Login** button in the upper righthand 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](http://login.wvu.edu).

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

4. Click the **START** button in the **COVID-19 Booster Reporting** section of the page.

5. On the **COVID-19 Vaccination Booster** page, use the drop-down menu to select the COVID-19 vaccine booster dose you received.

6. Use the date picker to select the date you received your booster dose.

7. Enter the city in which you received your booster dose.
8. Use the drop-down menu to select the state (if applicable) in which you received your booster dose.

9. Use the drop-down menu to select the country in which you received your booster dose. Then click **SAVE & CONTINUE**.

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

11. Read the information on the **Consent for Verification** page and enter your WVUID in the **Signature** field to electronically sign the consent form. Select the **I AGREE** button.

   **Note:** Before selecting **I AGREE**, make sure all the information you have entered thus far is correct. If you need to make changes, select the applicable section at the top of the page to get back to previous screens. Once selecting **I AGREE**, you will not be able to make changes.

12. On the **Confirmation** page, select **COMPLETE**.

   If you need to update your information after completing, you must email **COVIDVaccine@mail.wvu.edu** to request changes.