# Vaccination Status Documentation Submission

## Step-by-step guide
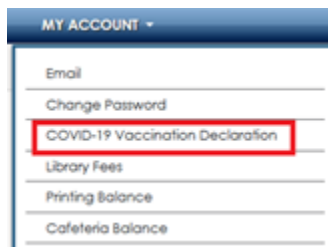
**How to Submit Your Vaccination Status Documentation**

Go to Online Services (https://onlineservices.concordia.ab.ca/)

Click on **Online Services – Faculty**.

Login with your CUE email address and password.
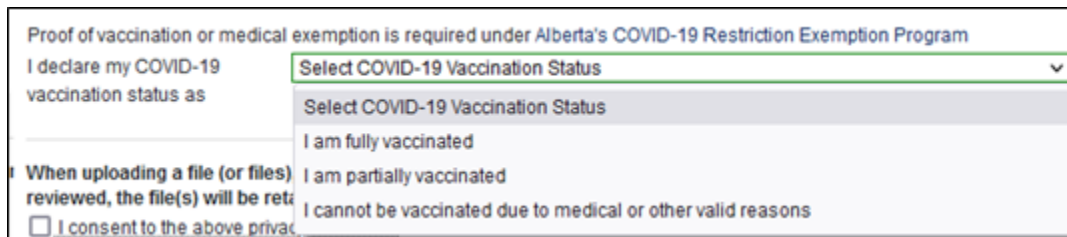
Click on **My Account**, and choose **COVID-19 Vaccination Declaration**.



Select your vaccination status from the options presented.
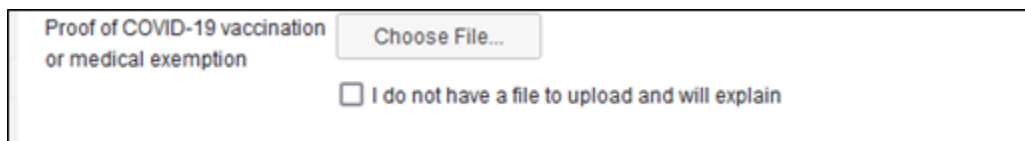


Click on the **Choose File…** button to upload your documentation.



Accepted file formats are **pdf**, **jpg** and **png** files.
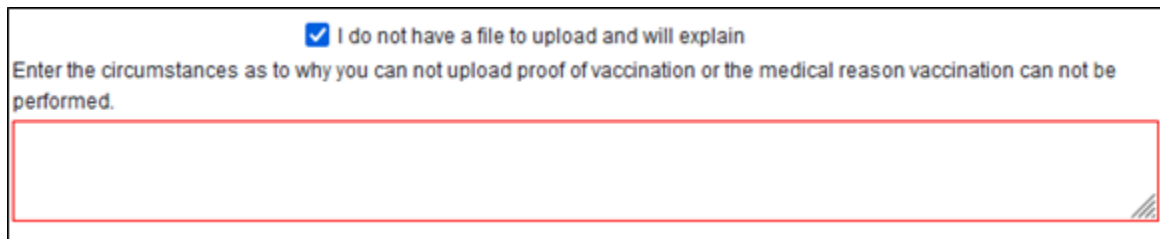
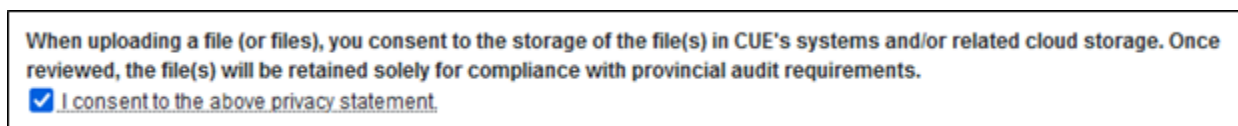If you do not have a document that you can upload, please check the other option, *I do not have a file to upload and will explain*, and state your reason(s) in the box provided.



Make sure to mark with a check the consent statement indicating your agreement.



Click on **Submit Declaration**.

An email will be sent to your CUE email address whether your submission was approved or declined. Due to the expected volume of submissions, please allow for 3-5 business days for a response from your submission.

## Related articles

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