

# Vaccination Status Documentation Submission

## Step-by-step guide

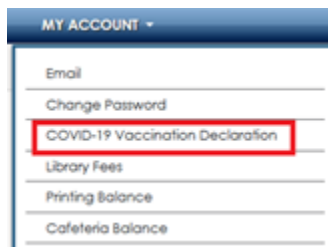
### How to Submit Your Vaccination Status Documentation

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

Click on **Online Services – Faculty**.

Login with your CUE email address and password.

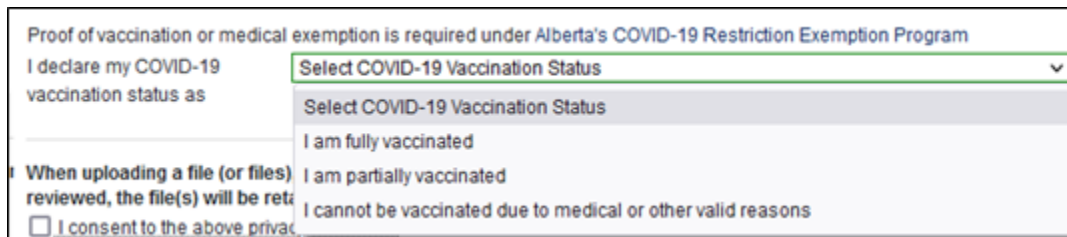
Click on **My Account**, and choose **COVID-19 Vaccination Declaration**.



MY ACCOUNT ▾

- Email
- Change Password
- COVID-19 Vaccination Declaration**
- Library Fees
- Printing Balance
- Cafeteria Balance

Select your vaccination status from the options presented.



Proof of vaccination or medical exemption is required under Alberta's COVID-19 Restriction Exemption Program

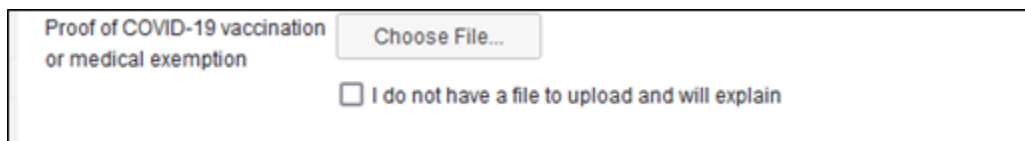
I declare my COVID-19 vaccination status as

Select COVID-19 Vaccination Status ▾

- Select COVID-19 Vaccination Status
- I am fully vaccinated
- I am partially vaccinated
- I cannot be vaccinated due to medical or other valid reasons

When uploading a file (or files) reviewed, the file(s) will be retained. ☐ I consent to the above privacy statement.

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



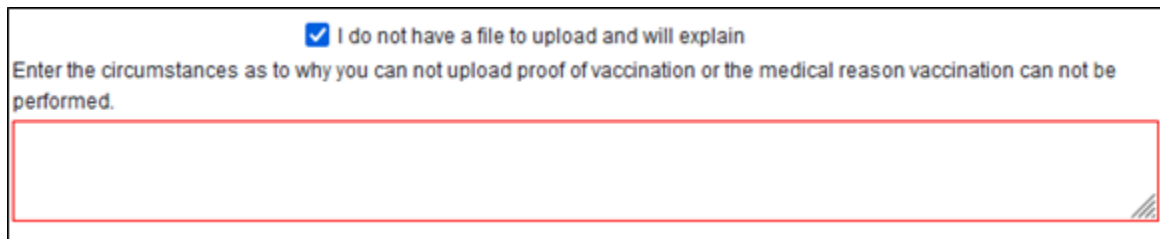
Proof of COVID-19 vaccination or medical exemption

**Choose File...**

☐ I do not have a file to upload and will explain

Accepted file formats are **pdf**, **jpg** and **png** files.

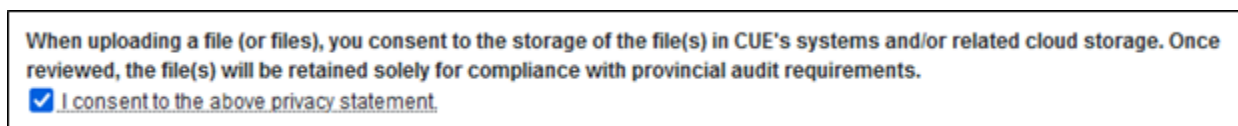
If you do not have a document that you can upload, please check the other option, *I do not have a file to upload and will explain*, and state your reason(s) in the box provided.



☒ I do not have a file to upload and will explain

Enter the circumstances as to why you can not upload proof of vaccination or the medical reason vaccination can not be performed.

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



When uploading a file (or files), you consent to the storage of the file(s) in CUE's systems and/or related cloud storage. Once reviewed, the file(s) will be retained solely for compliance with provincial audit requirements.

☒ I consent to the above privacy statement.

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.



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