



3. Select the "Not Vaccinated" as the Vaccination Status in Student Vaccination Tracker

The screenshot shows the "Student Vaccination Tracker" form. It includes fields for "Student ID" and "Student Name", both with blue bars representing input. The "\*Vaccination Status" dropdown menu is open, showing three options: "Fully Vaccinated", "Not Vaccinated", and "Partially Vaccinated". A blue arrow points to the dropdown menu.

4. Click on "Record Test Results" push button

The screenshot shows the "Student Vaccination Tracker" form. The "Student ID" and "Student Name" fields are filled with blue bars. The "\*Vaccination Status" dropdown menu is set to "Not Vaccinated". A blue arrow points to the "Record test results +" button, which is highlighted with a blue border. Another blue arrow points to the "Record test results +" button from the right.


5. Select the Covid test result and Health test date.

The screenshot shows the "Vaccination Tracker" form. It includes a "Cancel" button on the top left and a "Save" button on the top right. The "Covid Test Result" dropdown menu is open, showing two options: "Covid Negative" and "Covid Positive". The "Health Test Date" field is a date picker with a calendar icon. The "Comment" field is a text area. An "Add Attachment" button is located at the bottom left.

6. Click on Add Attachment Push button to upload test result Proof.

**File Attachment** ×

Choose From

  
My Device

7. Once you save the details, you will receive a confirmation email in few minutes