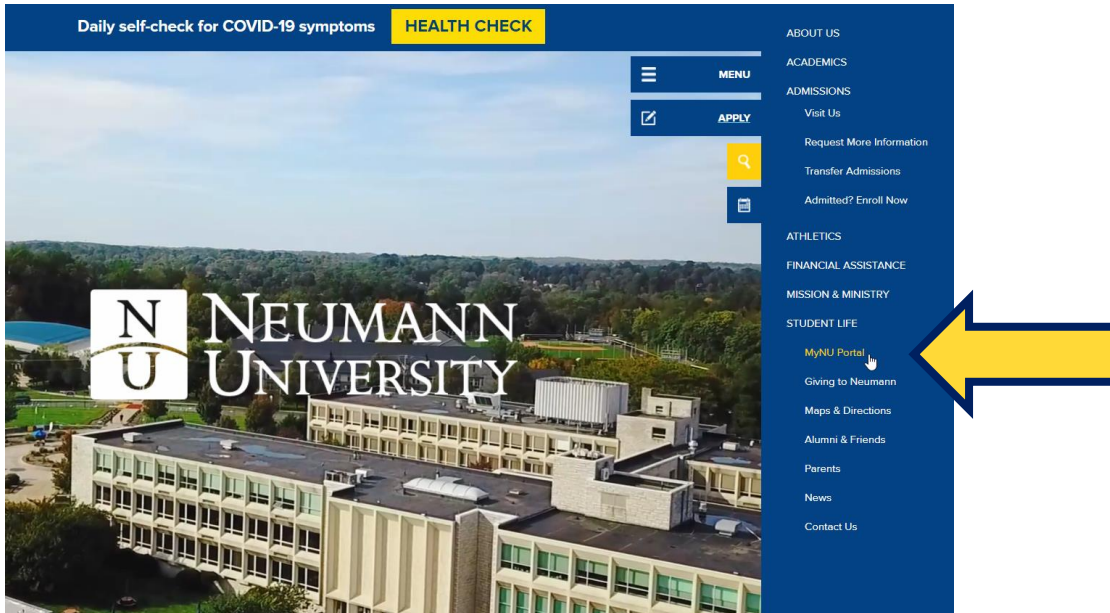


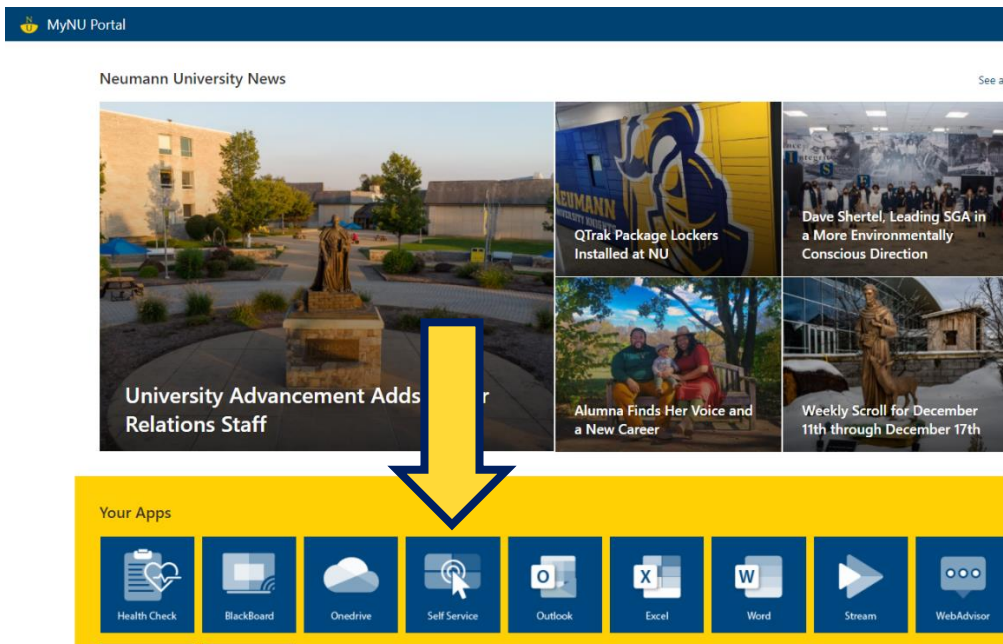
How to Upload Your CDC COVID-19 Vaccination Card

If you have any difficulty with uploading your card, please call the ITR Help Desk at 610-558-5620.

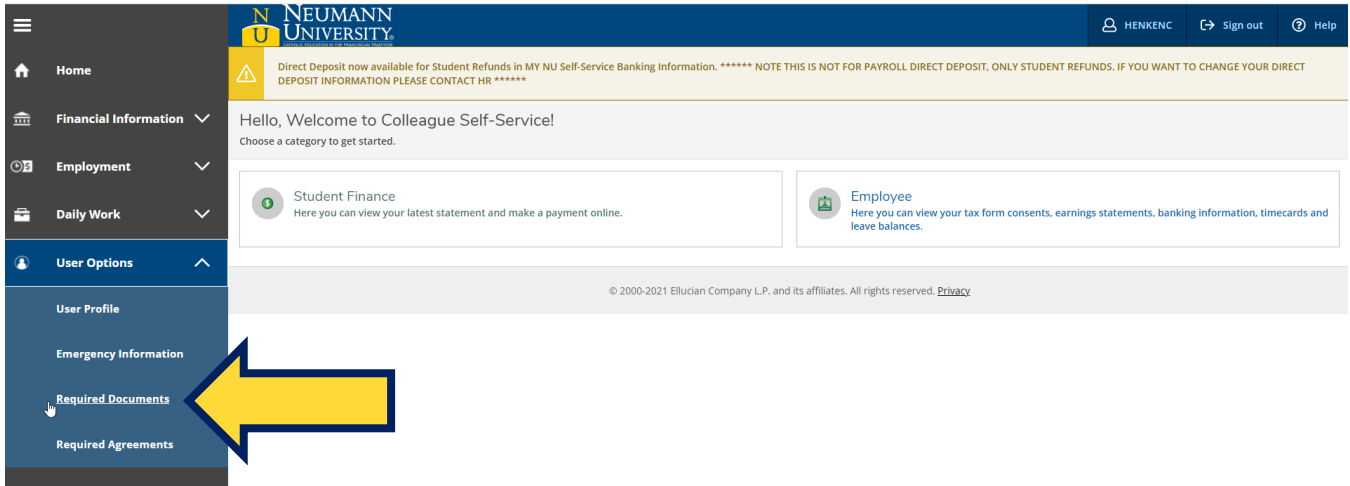
- 1) Login into the “MyNU Portal” via the Neumann University website – www.neumann.edu



- 2) Select “Self-Service”



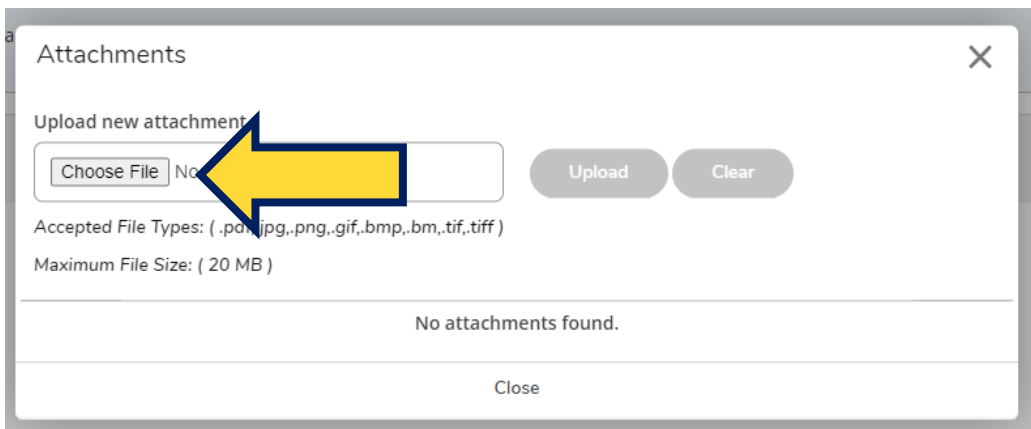
3) Select “Required Documents” under “User Options” in the menu on the left



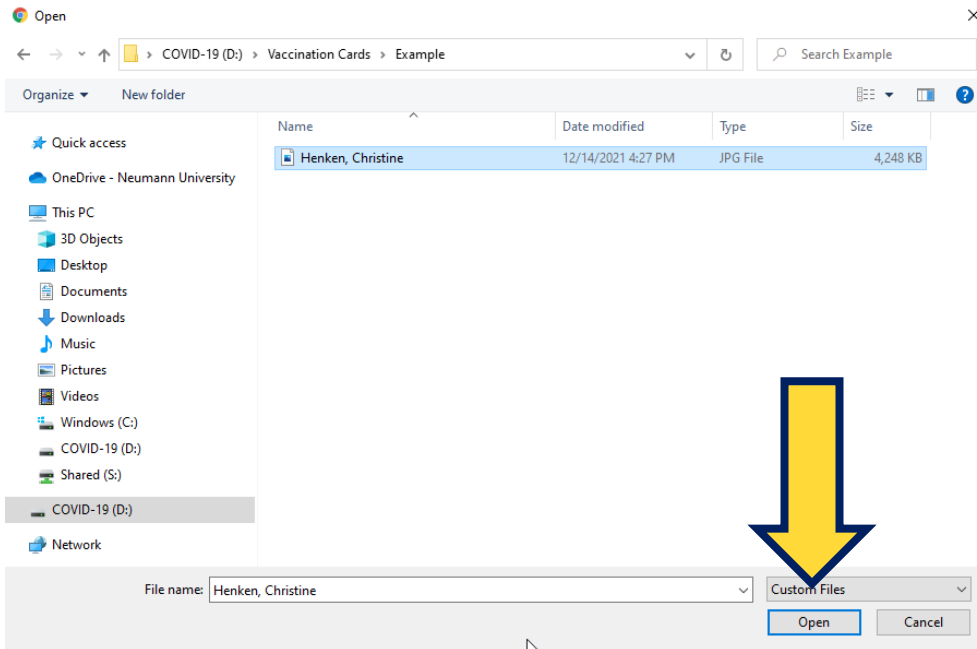
4) Click on “Manage” on the right side of the screen for the document “Proof of Vaccination”



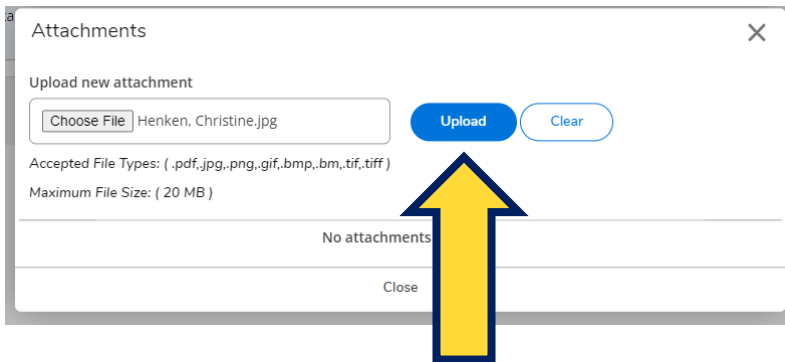
5) Click “Choose File”



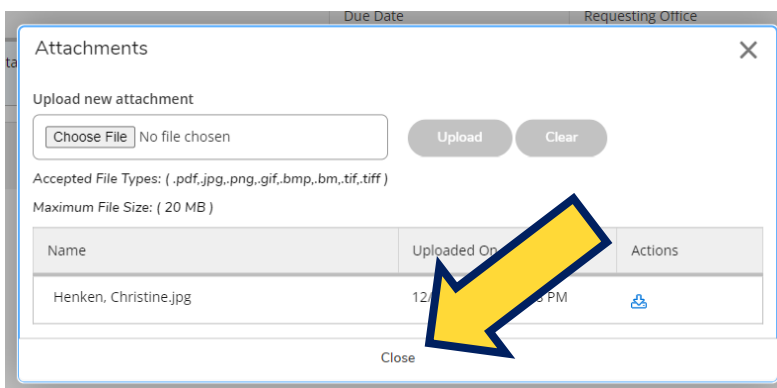
6) Select your file & click “Open”



7) Click “Upload”



8) Click “Close”



Congratulations, you’ve successfully uploaded your vaccination card! Do not worry if the “Status” is still showing as Incomplete.