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## COVID-19\_UMS\_Vaccination Verification Guide

University of Maine System

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### Repository Citation

University of Maine System, "COVID-19\_UMS\_Vaccination Verification Guide" (2021). *Community Guidance*. 92.

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# Vaccination Verification Guide

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## Contact Information

Office of Chief Information Officer  
 Robinson Hall - Suite 102  
 46 University Drive  
 Augusta ME, 04330

## Upcoming Events

- IT Lunch&Learn – Apr 27  
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- CIO Open Forum – Apr 28  
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- Calendar Event CIO Open Forum – Apr 9  
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## Archive

## UMS Pointnck COVID-19 Vaccination Verification User Guide v. 0.2

This user guide serves to describe the process of uploading your COVID-19 vaccination records using the UMS Pointnck Web App for students, faculty, and staff using a UMS workstation, personal computer, or other web-enabled devices. Your participation in this process is voluntary.

If you choose to participate in this voluntary process your vaccination record will be stored within the PointNClick System ONLY. The PointNClick system is a secure electronic medical record system used by healthcare providers and universities around the globe. By providing your vaccination record, you are consenting to and authorizing the University of Maine System to verify and use your COVID-19 vaccination status ONLY for pandemic management purposes, including in compliance with the state of Maine, CDC, and other applicable laws, regulations, guidance or standards, which may include exemption from quarantine or testing in certain circumstances.

### Accessing the Pointnck Web App (Uploading Vaccination Information)



Using a web browser (PC/Mac, Tablet or Smartphone), visit <https://umaineportal.pointnck.com/>

You will be taken to the UMS login page where you will be asked to enter your username and UMS password. Once verified, you will be taken back to the app.



Once you log in, click on the **Enter My COVID-19 Vaccination Information link**.



A new page will load, click on **Upload** to add a .jpeg, .png, or PDF of your vaccination card.

- Your image cannot be larger than 4 MB.
- Do not redact or obscure your date of birth.
- You may redact your Medical Record Number (MRN) if included on your COVID vaccination card.

### Vaccination Card Upload Verify

After selecting your image, *verify your image*. Make sure the following information is clear.

1. First & Last Name
2. Date of Birth (required for account verification)
3. Vaccination date(s)
4. Vaccine type (J&J, Pfizer, Moderna, etc).

Select, **Looks Good** if your information is clear and accurate.

Select, **Edit Image** if you wish to rotate or adjust the brightness of your image.

Select **Cancel Upload** if you want to upload a new version of your card.

### Vaccination Card Upload Edit

**Edit Image.** Using this feature, you can rotate your photo as needed or adjust the brightness and contrast levels to provide a clear image.

### Vaccination Card Upload Complete

Once you have uploaded your image, it should appear as a small photo beside the upload option.

## Input your Vaccine Date(s)

### Enter Vaccine Dates

**After uploading your vaccination card, scroll down to input the dates you received your vaccination dose(s).**

Input the first date, then use the drop down box to select the vaccination type you received.

Once both dates (only one if you received the J&J vaccine) and vaccine type has been selected, verify and click **Done**.

### Verify Vaccination Status

On the home page, you can verify your vaccination status by using the link **Click to Verify your Vaccination Status\***

**\*Please note, the vaccination status database is typically updated at the close of each business day. A change in verification status usually occurs 24-72 hours after submission.**

### Vaccination Verification Status

This page will display your name when your uploaded information was verified within the Pointnck system as well as your current vaccination status.

You may press the back button on your browser to return to the Pointnck Portal.

### Logout

When finished, click *Log out*. You'll be presented with a screen for **Logout successful**.

## Requesting Support

For support with the UMS Pointnck Web App, please contact the US:IT Help Desk – <https://itsupport.maine.edu>

