Before you begin, please have the following ready: Your official CDC vaccination card
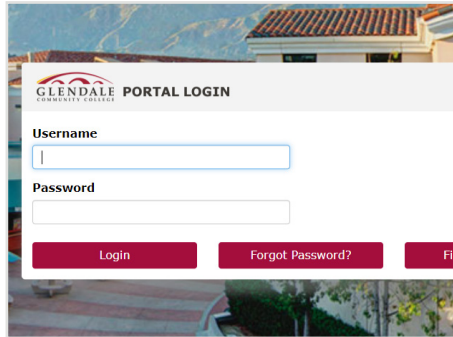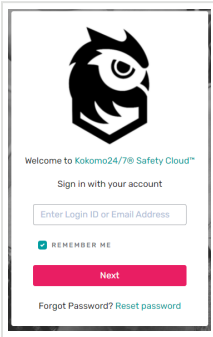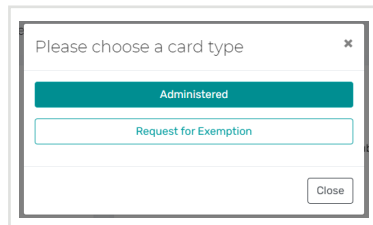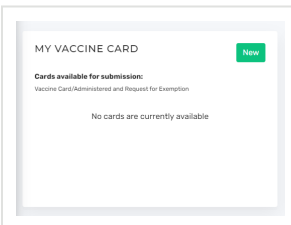
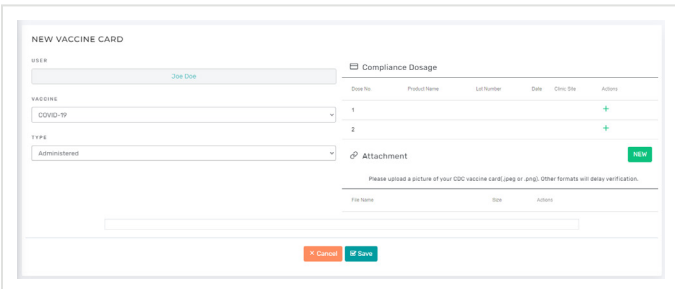**To upload your vaccine card to the Kokomo online portal, please follow these steps:**
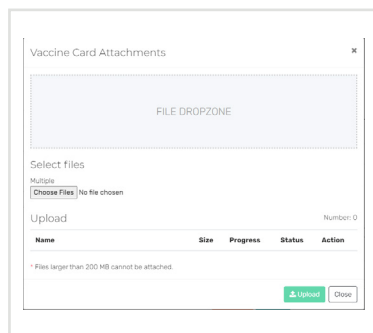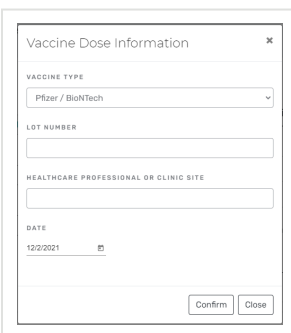
1. Log into your Kokomo account.
   - Click on the following link: GCC's Vaccination Mandate
   - Click on the **Kokomo Login** button
   - Enter Username = **GCC Student ID Number**
   - Enter your Password
     » **New Students:** Click the "First Time User" button and follow the instructions.
     » **Returning Students:** enter your Canvas password.
   - Click "**Login**"

2. Click "Administered"

3. Click the green "+" sign next to Dose 1.

4. In the popup screen, select the vaccine type you received from the "product list." Enter the lot number from your first dose, the clinic or site where you received your vaccine, and change the date to the date of your first dose. Click "confirm"

5. If you received a two-dose vaccine, click the green "+" sign next to dose 2 and repeat step 4.

6. To upload the image of your CDC vaccination card, click the green "new" button in the attachment section.

7. Click "choose files" and select the image of your CDC card that is saved on your computer. Please be sure that this image is a JPEG file, is correctly oriented and is clearly readable. Once you have selected the correct file, click "open" and then click the green "upload" button.

   Your vaccination record **MUST** include the following information:
   - Your name
   - Date(s) of vaccination
   - Vaccination facility name or location
   - Vaccine name and lot number

   NOTE: Only QR Codes from the California Immunization Registry will be accepted in lieu of a CDC card or record from your medical provider. All other QR codes will be rejected

8. Once you have uploaded information for both doses and the image of your vaccine card, click the blue save button.

For additional assistance, please visit the GCC Vaccination Zoom Help Desk, M-Th 8:00am-7:00pm, F 8:00am-5:00pm

Glendale Community College has partnered with Kokomo247 to safely and securely store your vaccination records.
For more information, please see the Kokomo's Privacy Policy.