



Are you having trouble uploading your vaccine card to the [UTRGV Vaccine Portal](#)? See the step-by-step process below.

If you have technical issues or need assistance, email [umc@utrgv.edu](mailto:umc@utrgv.edu).

## FIRST TIME PROFILE CREATION

1. Visit [utrgv.edu/vaccineportal](http://utrgv.edu/vaccineportal)
2. Click on "Create your profile"
3. Select from the dropdown and click "Next Step"

**UTRGV Student/Employee Vaccine Profile**

UTRGV Email perla.pequeno@utrgv.edu

Please select from the options available:

**i** *NOTE: Simply choose the status that applies to you. If you are vaccinated, there is no need to specify which dose (i.e. first or second) you have received.*

Go Back

Please use 'Go Back' button to see previous screen.

Next Step

5. Follow “Profile Update” instructions below, starting on Step #7 – Choose your “Booster Vaccine Option”

## PROFILE UPDATE

6. Visit [utrgv.edu/vaccineportal](http://utrgv.edu/vaccineportal)
7. Click on “Update Profile” then “View Record”
8. Choose your “Booster Vaccine Option”



Update Your Profile

UTRGV Email

Please select from the options available

**i** NOTE: Simply choose the status that applies to you. If you are vaccinated, there is no need to specify which dose (i.e. first or second) you have received.

I have received the vaccine from another provider

**BOOSTER VACCINE OPTION**

Please select your preference for a booster vaccine:

I want the booster vaccine

I already have the booster vaccine

I do not want the booster vaccine

Please use 'Go Back ' button to see previous screen.

The University of Texas Rio Grande Valley, 2021

9. For option: ‘I already have the booster vaccine’
  - a. Include Date of booster/3rd dose
  - b. Upload image of vaccine card\*
  - c. Select “I agree” to statement (required)
  - d. Click “Submit Information” button to save your profile

\* Upload an image (maximum size 5 MB) in one of the following file types: png, svg, jpg, or jpeg.

UTRGV Email

You have selected: ***'I already have the booster vaccine'.***

**1. Include Date Boosted:**

12/8/2021



**2. Upload front picture of your vaccine card:**

COVID-19 Vaccination Record Card  
Please print this card for your records. It is not for public release.  
This card is for personal use only. It is not for public release.  
For more information, visit <https://www.cdc.gov/vaccines/imz/downloads/#vaccine-record-card>

Change Picture

First Name	Last Name	DOB	Sex	Address	City	State	Zip

**3. Upload back picture of your vaccine card:**

D-19 Vaccination Record Card  
Please print this card for your records. It is not for public release.  
This card is for personal use only. It is not for public release.  
For more information, visit <https://www.cdc.gov/vaccines/imz/downloads/#vaccine-record-card>

Tap or click to add a picture

First Name	Last Name	DOB	Sex	Address	City	State	Zip

**Please Agree and Submit your information.**

\*  I Agree

By submitting this form, I give The University of Texas Rio Grande Valley permission to verify any statement made on this attestation, and agree to provide UTRGV, upon request, information that will verify the accuracy of these statements. I certify under penalty of perjury that I am the person identified by the username and password used to access this form, and that I have not disclosed the username and password to anyone else. I understand and agree that any misrepresentation, omission, or falsification of information provided may constitute grounds for disciplinary action under UTRGV Handbook of Operating Procedures Policy STU 02-100 Student Conduct and Discipline, and that UTRGV may also require repayment of funds awarded.

Go Back

Please use 'Go Back' button to see previous screen.

Submit Information

10. Once saved and submitted, the "Thank you" screen will appear.



**Thank you for completing your COVID-19 vaccine profile.**

You will always have access to your profile and be able to update your profile and answers if your situation or preferences change.

**Please know that all request for vaccination appointments have been forwarded to the appropriate group and you should be expecting a call from our Health care assistants in order to schedule your appointment.**

To review your submitted records, you can return to the COVID-19 Vaccine Portal home. Otherwise, you may logout and close this window.

Return to COVID-19 Vaccine Portal  
Home screen

Logout