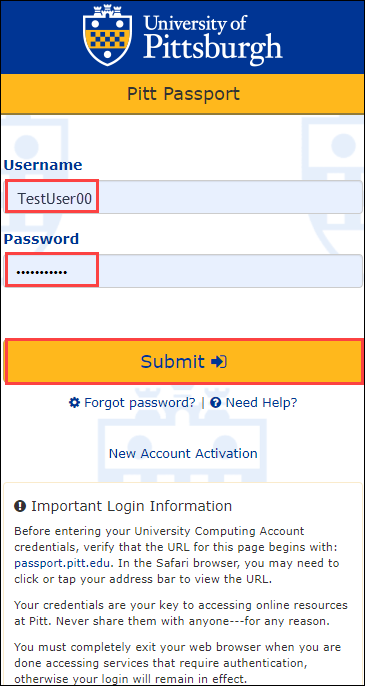
Open a browser and navigate to[**https://pittforms.tfaforms.net/f/myvaccinecard**](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpittforms.tfaforms.net%2Ff%2Fmyvaccinecard&data=04%7C01%7CGID14%40pitt.edu%7Cf14a1a62c3c240836bc808d951f593d4%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C637630937443874670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=2AuXqzkZPSWZjMmRu3o%2BxUroDwbcJ9u4nkstAtuVLvY%3D&reserved=0)on your Windows, iOS, or Android device.

Authenticate to Pitt Passport by typing in your **Pitt username** and your **password**.

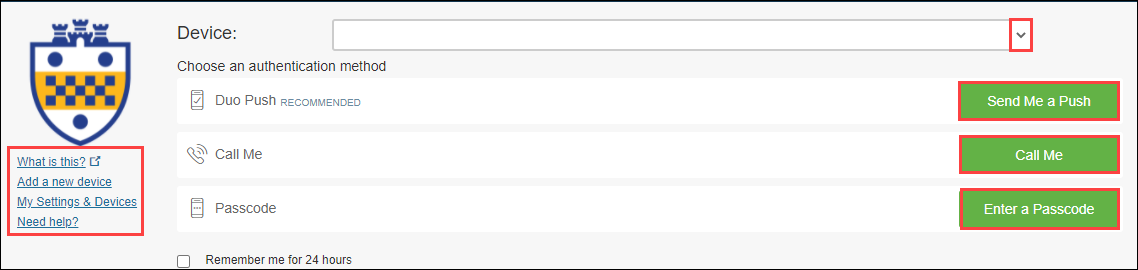
Select **Submit**.



Authenticate using the multi-factor authentication method of your choice. If you require further information or assistance regarding multi-factor authentication, select one of the links on the left for more information.

Select the **Device drop-down arrow** to choose which device you would like your authentication method sent to.

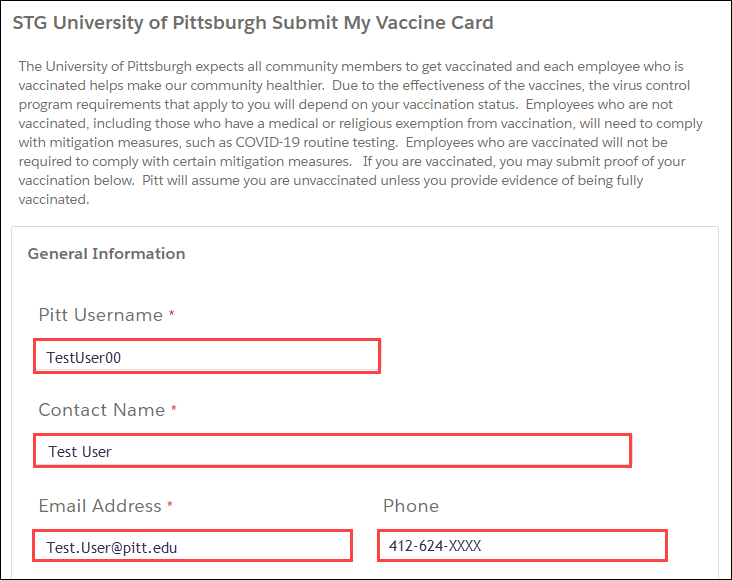
Select one of the three authentication methods on the right; **Send Me a Push**, **Call Me,** or **Enter a Passcode**.



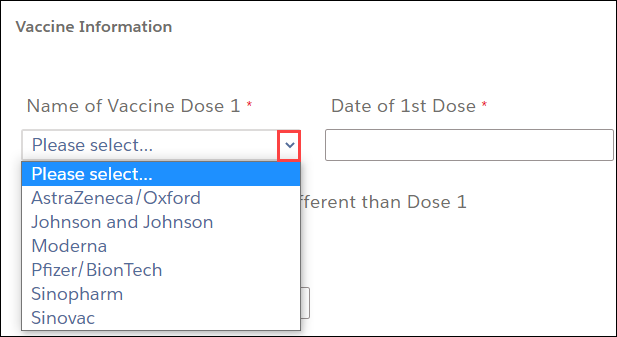
Once you have authenticated through Pitt Passport, the University of Pittsburgh Submit My Vaccine Card form will open.

In the **General Information** section, your **Pitt Username**, **Contact Name**, your **Pitt Email Address** and **Phone number** should auto-populate based on your Pitt login. However, if any field does not auto-populate, please input the required information manually.

NOTE: Please use your official Pitt Email Address and not an alias email address.



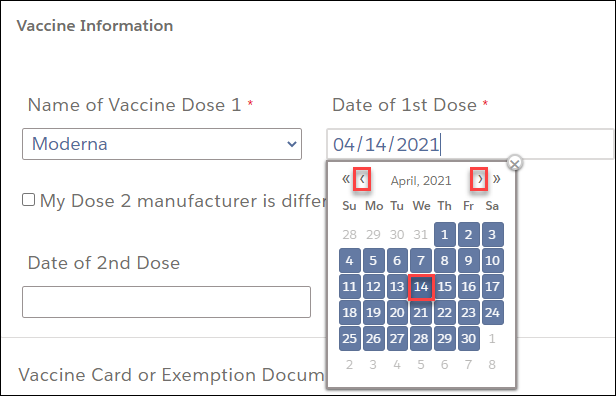
In the **Vaccine Information** section, select the drop-down arrow for the **Name of Vaccine Dose 1** field to select the vaccine manufacturer’s name listed on your CDC COVID-19 Vaccination Record Card provided to you at the time of your first dose.



Select the **Date of 1st Dose** field to display a calendar.

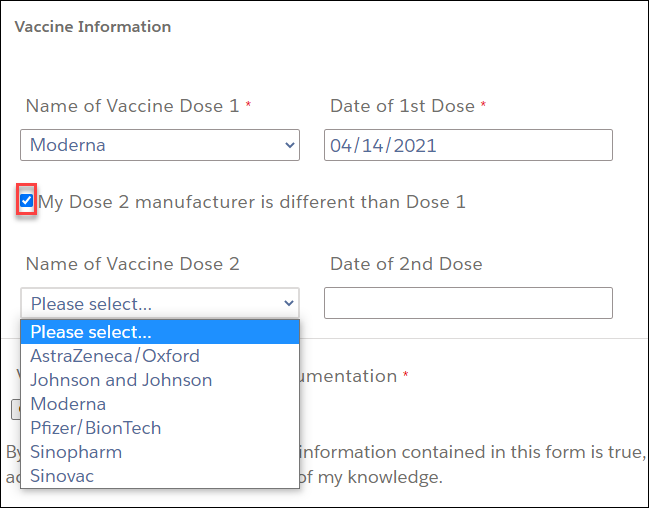
Navigate to the **month** of your first COVID-19 vaccination dose by selecting the left or right arrows.

Then select the **day of the month** of your first dose. The month, day and year you selected will appear in the **Date of 1st Dose** field.



NOTE: If the manufacturer of your second dose **is the same** as the manufacturer of your first dose, skip this step.

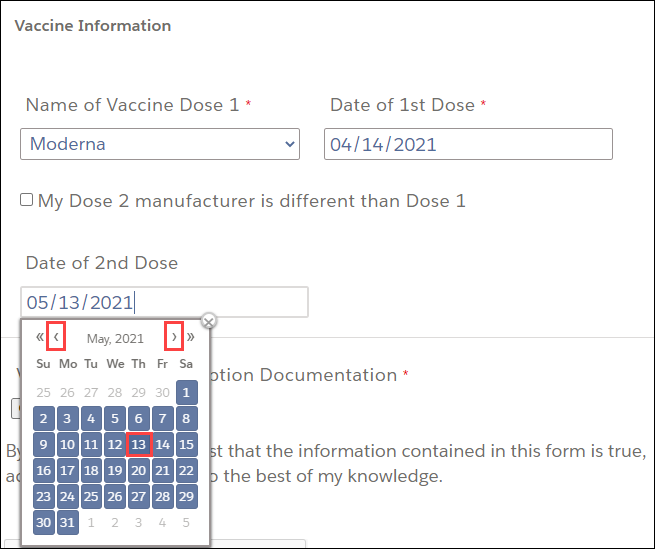
If the vaccine manufacturer for your second dose **is different** from the manufacturer of your first dose, select the checkbox next to “My Dose 2 manufacturer is different than Dose 1” to display the **Name of Vaccine Dose 2** field. Select the vaccine manufacturer’s name listed on your CDC COVID-19 Vaccination Record Card provided to you at the time of your second dose.



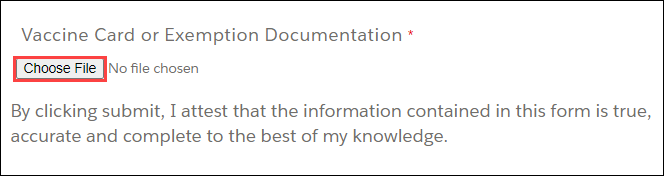
Select the **Date of 2nd Dose** field to display a calendar.

Navigate to the **month** of your second COVID-19 vaccination dose by selecting the left or right arrows.

Then select the **day of the month** of your second dose. The month, day, and year you selected will appear in the **Date of 2nd Dose** field.



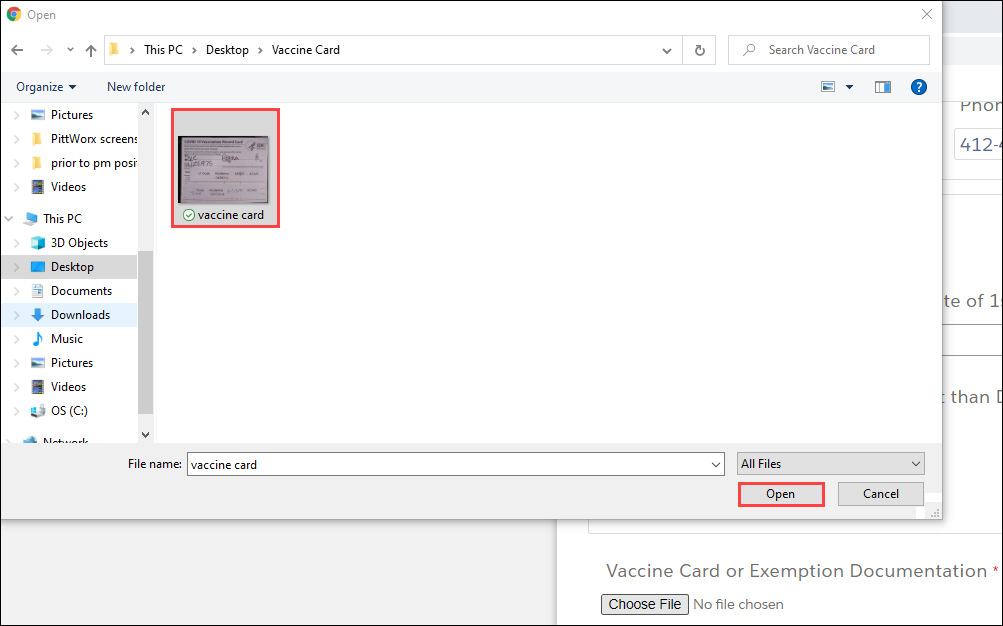
Select **Choose File** to upload a digital copy of your COVID-19 Vaccination Card.



NOTE: Your experience may vary depending on the operating system you use to upload your digital copy. Please refer to the section corresponding to your device below.

**Microsoft Windows Device**

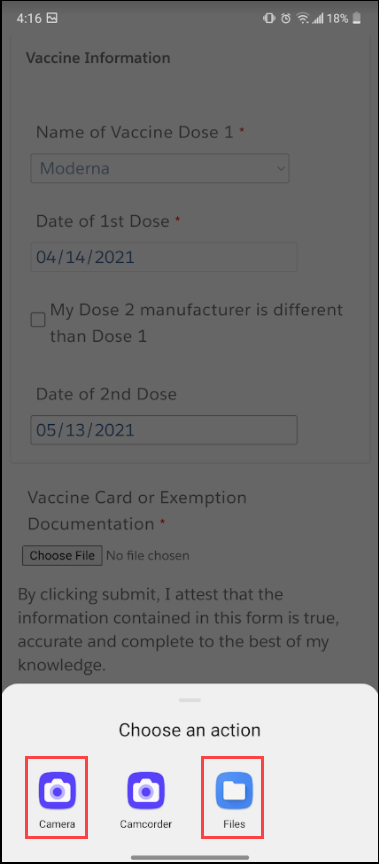
In the File Explorer window, navigate to the existing digital copy of your Vaccine Card and then select **open**.



**Android Device**

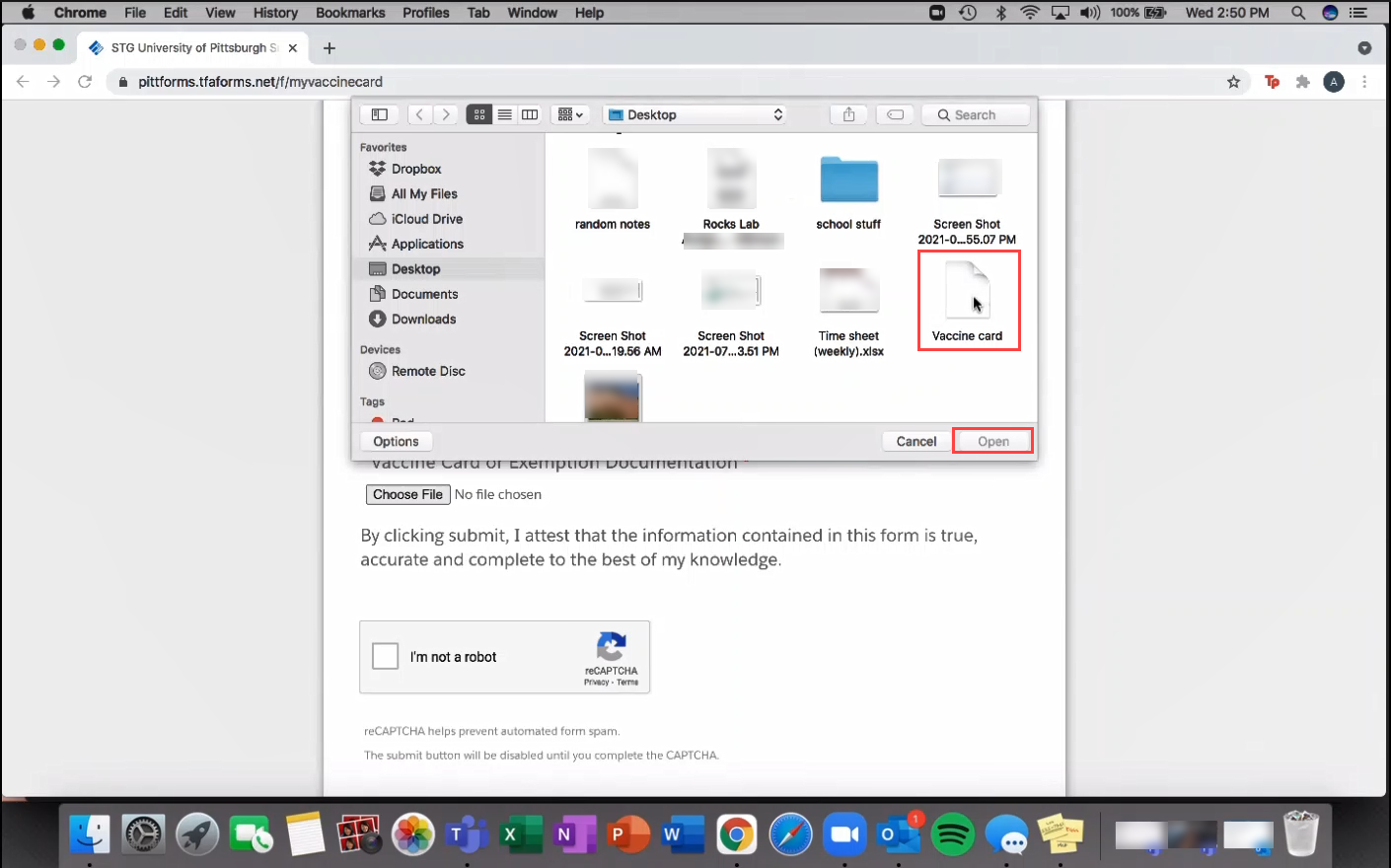
One of two options can be selected:

1. Select **Camera** to take a photo of your Vaccine Card using your Android device.
2. Select **Files** to upload an existing photo of your Vaccine Card on your Android device.



**Mac iOS Device**

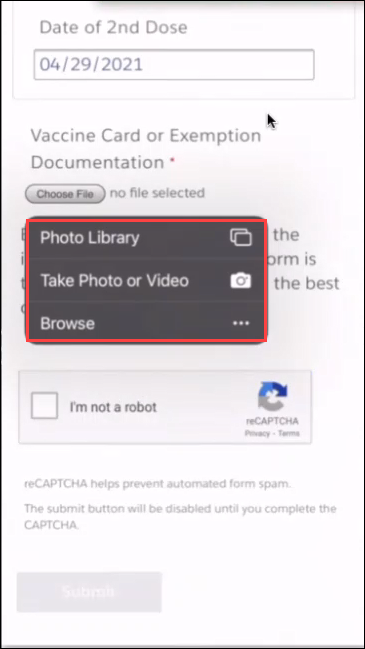
In the File Explorer window, navigate to the existing digital copy of your Vaccine Card and then select **open**.



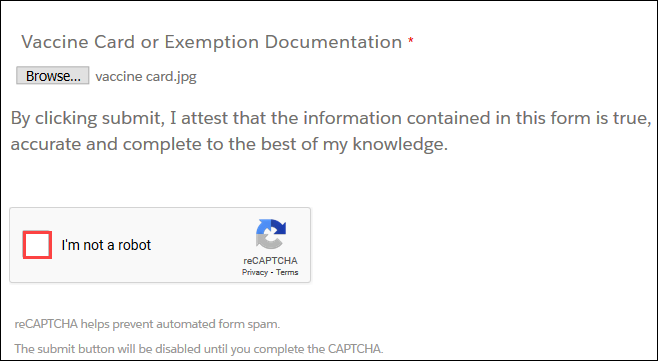
**iPhone iOS Device**

One of these three options may be selected:

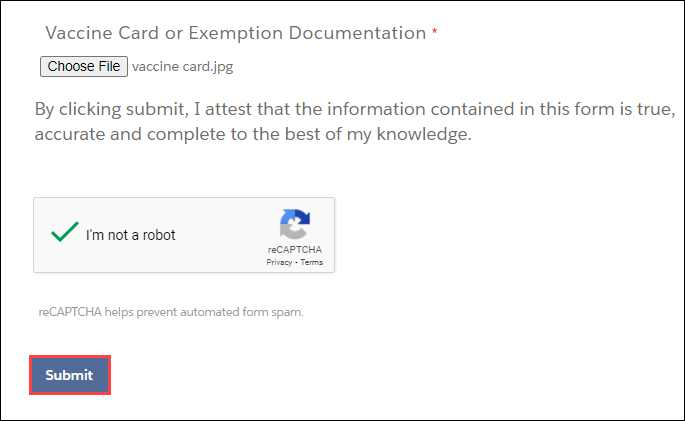
* Select **Photo Library** to upload an existing photo of your Vaccine Card on your iPhone device
* Select **Take Photo** to take a photo of your Vaccine Card using your iPhone device
* Select **Browse** to upload an existing image file of your Vaccine Card on your iPhone device



Once you have uploaded the digital copy of your Vaccine Card, select the **check box** next to “I’m not a robot.”



Select **Submit** to verify your input and confirm the statement *“By clicking submit, I attest that the information contained in this form is true, accurate and complete to the best of my knowledge.”*



A confirmation message will be displayed.

