How to Upload your Covid-19 Vaccination Card Transcript

You can upload your COVID-19 Vaccination card using your computer or your mobile device.

If using your computer, you will need to scan your COVID-19 vaccination card and save the file to your computer, or take a picture with your mobile device, email the image to yourself, and save the file to your computer.

If you are using your mobile device, take a picture of your COVID-19 vaccination card so you have the image on your device.

Once you have the image on your computer or mobile device, you are ready to upload your Covid-19 Vaccination Card.

Navigate to https://www.campushealth.nau.edu

Click "NAU Student/Employee" and log in with your NAU Credentials.

Once logged in, on the home screen click "Enter My COVID-19 Vaccination Information".

Under "COVID-19 Vaccination Card Upload" click the green "upload" button.

Select your vaccination card file on your computer and click "open" or "upload" depending on which browser you are using.

A pop up will appear to verify your image.

If the image is correct, click "Looks Good".

Next you'll want to add the dates of your vaccinations in the "COVID-19 Vaccine History" section.

To prevent delays, ensure these dates match what is on your vaccination card.

Click the green "add immunization" button.

A pop up will appear, enter the date of your first Covid-19 vaccination.

Click the drop down under "Immunization" and select the type of Immunization you received.

Once you've completed these steps, click "Save".

If necessary, complete these steps again to add your second or third vaccination.

Once you've uploaded your vaccination card and added your immunization dates, click "done".

Campus Health will verify your entries within 1-2 business days.

After verification, you can see your Immunization History on the left hand side of the Campus Health home screen.

If it has been longer than 1-2 business days since your upload and your COVID-19 vaccinations are not listed, your submission was either incomplete or did not meet CDC requirements for full vaccination compliance.

You can try uploading your immunizations again or contact the Campus Health Immunization Desk at 928-523-6359.