



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Enrollment Services

## Verify my COVID-19 Vaccination – QUICK REFERENCE SHEET

CCRI students must enter their own COVID-19 vaccination information into the secure online student health records portal.

### Student Requirements

- Each student is responsible for understanding CCRI's COVID19 vaccination requirements.
- Each student is responsible for meeting CCRI submission deadlines and understanding that they **will be dropped from all in-person classes** if they do not satisfy requirements.
- All supporting documentation **must include** a student's full name (first and last), their student ID, and their birthdate for verification purposes.

### Accessing the Student Health Records Portal

**Beginning July 19**, using any browser on a computer or mobile device, go to:

Your MyCCRI account > Verify My Vaccination

– OR –

<https://ccri.medicatconnect.com> and use your CCRI username and password to login

### Access Problems

If you encounter login problems email the CCRI Help Desk at [helpdesk@ccri.edu](mailto:helpdesk@ccri.edu)

### Entering Your COVID-19 Vaccination Record

- Each student is responsible for accessing the online health records portal to accurately enter their vaccination history onto their Immunization Record.
- You must enter individual dates for each vaccination.

### Entering Your COVID-19 Vaccine Exemption Form

- To file a medical or religious exemption, download and complete the appropriate exemption form.
  - [Religious Exemption Form](#)
  - [Medical Exemption Form](#)
- You will upload your completed form to the online health records portal.

## Uploading COVID-19 Vaccination Documents

- Documents that are uploaded directly must be in one of the following formats: .gif, .png, .tiff, .tif, .jpg, .jpeg, .txt, or .pdf.
- Microsoft Word files such as .doc, .docx, or .doc formats are **not accepted**.
- Please make sure that your file name consists of only alpha and numeric characters in the file name. **NO SPECIAL CHARACTERS OR EXTRA SPACES ARE ALLOWED.**
  - Examples of **ACCEPTABLE** file names:
    - JaneSmithRecords.jpg
    - 123456.bmp

## What to Expect After Your Submission

- Uploaded documents are available immediately for review.
- It typically takes **up to 5 business days** to process vaccination records or exemption forms.
- Once your records have been successfully reviewed and matched, you will be notified via your CCRI email.

## Checking Your Status

- Once logged into the online health records portal, select “Immunization” from the top navigation menu and you can view your status.
- Watch your CCRI email and secure message area of the Patient Portal. We will be contacting you with any questions or status updates.
- If you have questions about your status, you can email [complianceservices@medicat.com](mailto:complianceservices@medicat.com). Include your full name and student ID in your message. Please allow one (1) business day for a response.