ONLINE MENINGITIS ACKNOWLEDGEMENT INSTRUCTIONS

Please read all instructions before attempting to complete the Meningitis Acknowledgement. This will ensure that you have achieved full understanding of all steps that must be taken for successful completion.

When completing the Meningitis Acknowledgement, you are asked if you have received the meningitis vaccine in the last 5 years. There are three responses to select from:

- You have received the meningitis vaccine in the past 5 years. **If selected you must upload the vaccine record via the CUNY First Self-Service Upload.**
- You will get the vaccine or the record to upload within 30 days (meningitis hold will lift automatically when selected).
- You are declining the Meningitis vaccine (meningitis hold will lift automatically when selected).

It is mandatory that an option be selected, however, any of these options is acceptable.

Step by Step Instructions for Accessing and Completing the Meningitis Acknowledgement

- Log into your *CUNY First* account
- Select the *Student Center* icon
- Select the *Tasks and Holds* icon
- Click the *Meningitis Acknowledgment* button
- Read, make your selection, and submit.

If you selected the option stating that the vaccine was received within the past 5 years, use the CUNY Self-Service upload to provide meningitis vaccination proof. When uploading use a desktop or laptop computer, not a mobile device. The pages do not load properly on cell phones.

- Log into CUNY First
- Select Student Center icon.
- Select Student Tools icon.
- When asked for *document class*, select **Health Services**.
- *Document type,* select **H.S. Immunization Record**.
- When asked, select **Yes** to be transferred to the document repository.
- If asked to log in to the document repository, use the same login information that you use to access CUNY First.
- If using an Apple device to take your pictures or screenshots, you must convert the file(s) from HEIC files to PDF or JPEG. The CUNY system cannot open the High-Efficiency file.
- If you have issues with converting the file, download the app CamScanner (free version) to take the image. It automatically converts the image to PDF file format. Then email it to yourself so that you can access it on your laptop. Once there you can begin the upload process.

Remember, you have to upload Meningitis vaccination proof only if you selected the option that states that you have received the vaccine within the past 5 years.

All documents must be official for processing, meaning they must be stamped by the issuing medical provider/medical facility.

Once you have completed the upload, contact Health Services (immunization@hostos.cuny.edu) so that we may view it and lift the meningitis hold. If you do not contact us we have no way of knowing that meningitis vaccination documentation has been submitted, the system does not notify us. Also, include your EPMLID number in all emails and phone messages.

Health Services 718-518-6542
Wellness Office 718-518-4483