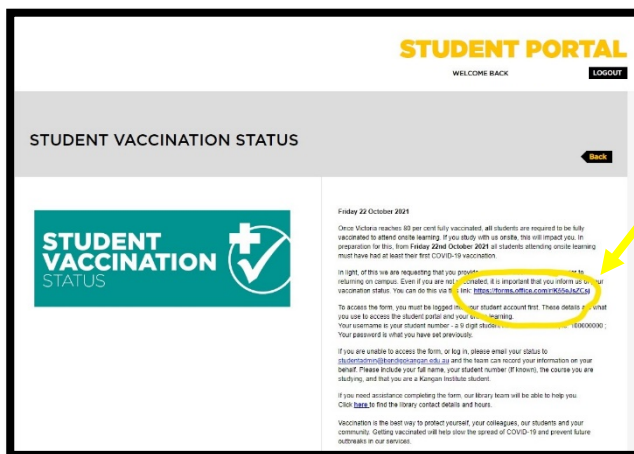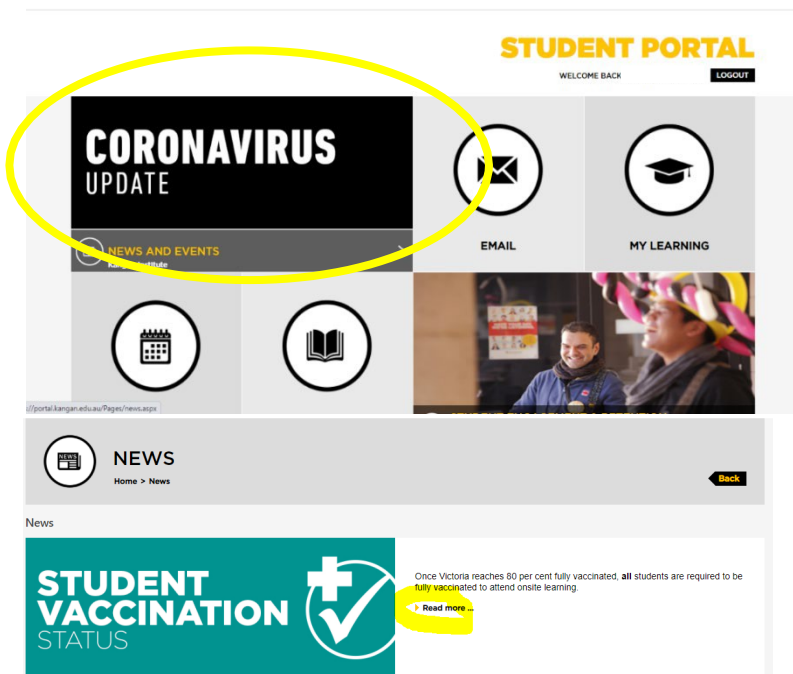# How to fill out your student vaccination declaration and upload COVID-19 digital certificate (or medical exemption certificate)

Accessing the declaration link

You will find the link to the declaration a couple of ways:

1) <u>Official Bendigo TAFE communication:</u> The link was sent in an email from the COVID Response team on Friday 22 October. When you click the link you may be prompted to enter your Microsoft login. Please use your full Bendigo TAFE student email address + the password you use for your Student Portal. See "Logging in details" below for more information.

2) <u>Or the link can be found in your Student Portal if you are already logged in:</u>

When you click the link, the declaration will open in a Microsoft Form.

Logging in details:

To login you need to know your username and password.

Your Student ID number is your username and it looks either like this: 100123456 or this: ABC12345678.

You should receive your ID upon enrolling and if you have a student card your ID number will be printed there.

Your Microsoft email is your full Bendigo TAFE student email address

(eg studentID@student.bendigotafe.edu.au)

Your **default password** will be in the following format:

Password = Capital letter of your first initial, lowercase letter of your second initial, followed by your full date of birth (DDMMYYYY) 8 digits.

e.g. Jane Smith, 7th March 1995

Password = Js07031995

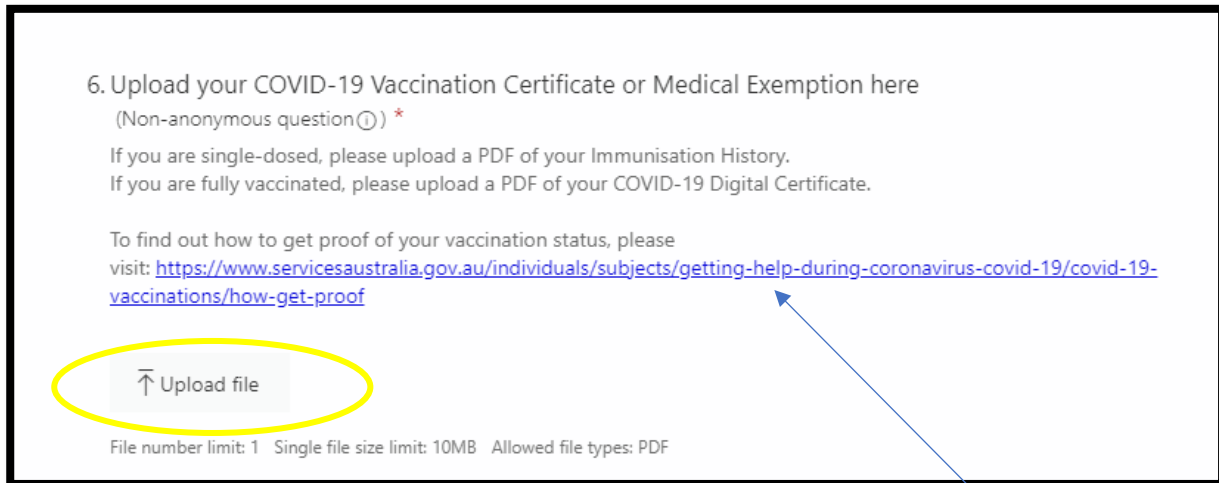## Uploading your COVID-19 digital Certificate

Work through questions 1-4 on the form. When you get to question 5 there will be a drop-down list:

If you answer:

- 1st dose vaccinated;
- Fully Vaccinated or
- Medical Exemption

you will be prompted to upload proof of your vaccination status, whether that is a COVID-19 digital certificate, or a medical exemption. The upload must be in PDF format only (screenshots or jpegs cannot be accepted). Click Upload file, locate your PDF certificate on the device you are using then select it to upload.

Click the hyperlink for instructions on how to access your COVID-19 digital certificate in the MyGov and Medicare App.

Important note

When you have accessed your COVID-19 digital certificate, you will need to save it as a PDF somewhere on your device in order to upload it.

From a desktop: There is an option to download at the top right of the screen. Use this to save the certificate as a PDF to your files.

From a mobile device: This is a bit trickier as there is no download icon. We recommend using the "share" icon to email, text, or instant message the certificate to yourself as a PDF attachment. Then, once you have accessed the attachment, you can save it to your device's files.