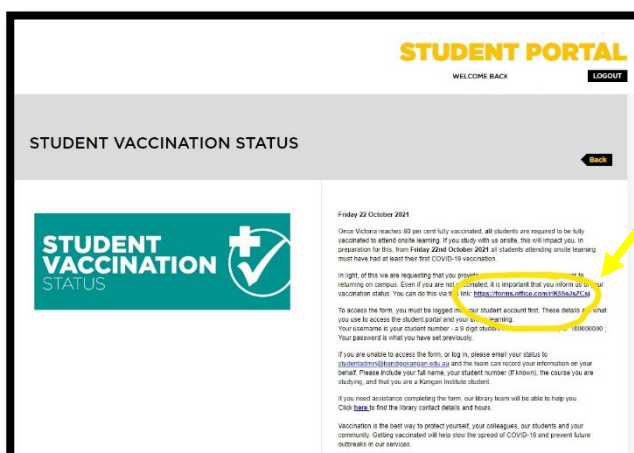
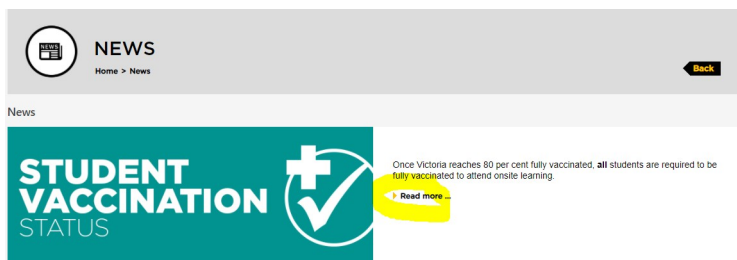
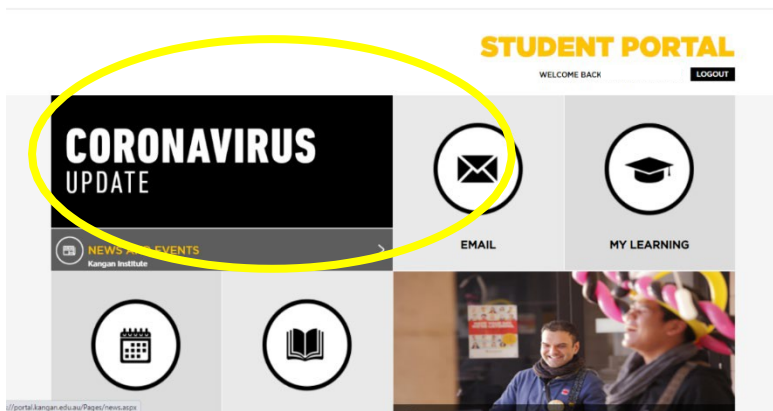


# How to fill out your student vaccination declaration and upload COVID-19 digital certificate (or medical exemption certificate)

## Accessing the declaration link

You can find the link to the declaration a few ways:

- 1) Official Kangan Institute communication: 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 Kangan Institute student email address + the password you use for your Student Portal. See "Logging in details" below for more information.
- 2) Or the link can be found in your Student Portal if you are already logged in:



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 Kangan Institute student email address  
(eg [studentID@student.kangan.edu.au](mailto:studentID@student.kangan.edu.au))

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

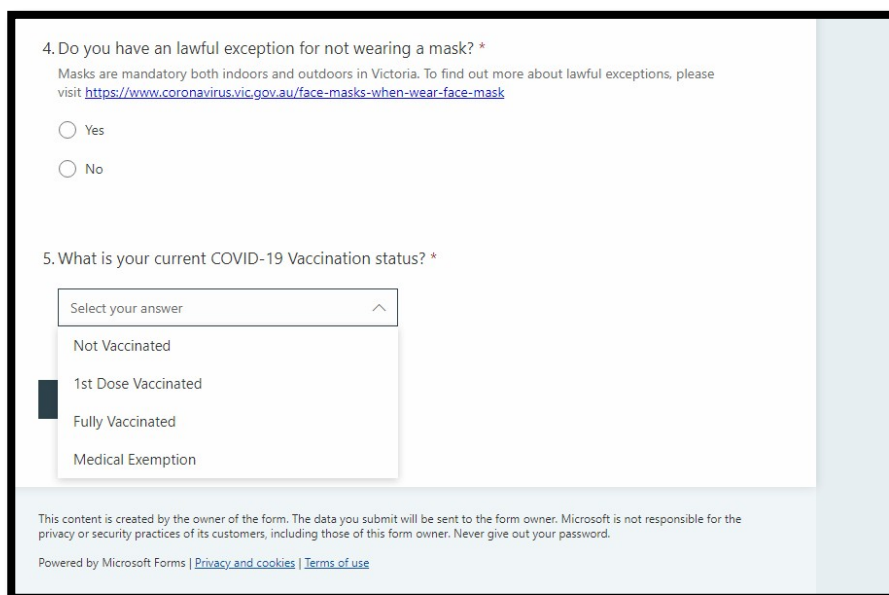
Password = Capital letter of your first initial, lowercase letter of your second initial, followed by your full date of birth (DDMMYYYY) 8 digits.

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:



4. Do you have an lawful exception for not wearing a mask? \*

Masks are mandatory both indoors and outdoors in Victoria. To find out more about lawful exceptions, please visit <https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask>

☐ Yes

☐ No

5. What is your current COVID-19 Vaccination status? \*

Select your answer ^

- Not Vaccinated
- 1st Dose Vaccinated
- Fully Vaccinated
- Medical Exemption

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

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If you answer:

- 1<sup>st</sup> dose vaccinated;
- Fully Vaccinated or
- Medical Exemption

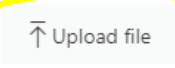
you will be prompted to upload proof of your vaccination status, whether that is a COVID-19 digital certificate, or a medical exemption. The upload must be in PDF format only (screenshots or jpegs cannot be accepted).

Click Upload file, locate your PDF certificate on the device you are using then select it to upload.

6. Upload your COVID-19 Vaccination Certificate or Medical Exemption here  
(Non-anonymous question) \*

If you are single-dosed, please upload a PDF of your Immunisation History.  
If you are fully vaccinated, please upload a PDF of your COVID-19 Digital Certificate.

To find out how to get proof of your vaccination status, please  
visit: <https://www.servicesaustralia.gov.au/individuals/subjects/getting-help-during-coronavirus-covid-19/covid-19-vaccinations/how-get-proof>

 Upload file

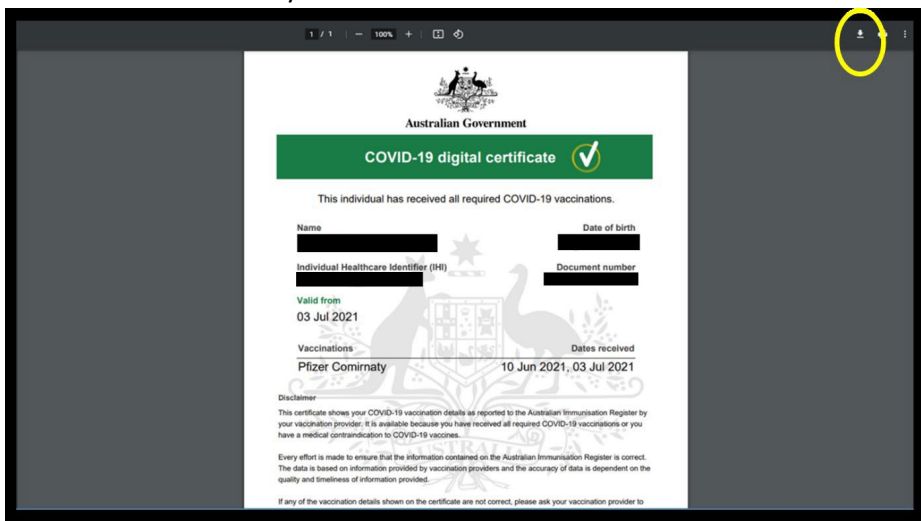
File number limit: 1 Single file size limit: 10MB Allowed file types: PDF

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.

