Use PPA to
Upload your Vaccination Records

Visiting Campus? If you are fully vaccinated or partially vaccinated, please add your vaccine record(s) to the PPA Vaccine Tracker.
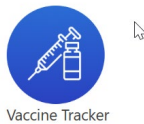
1. From your mobile device, download the PPA App from the Apple App Store or the Google Play Store. Search for **Personal Protective App – PPA** by GoEvo
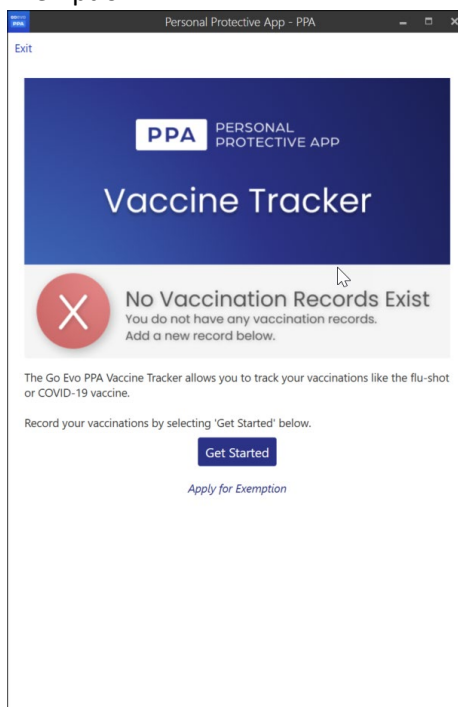   Or -
   From your Windows desktop, go to **https://app.go-evo.com/Files/WinApp/ppa**
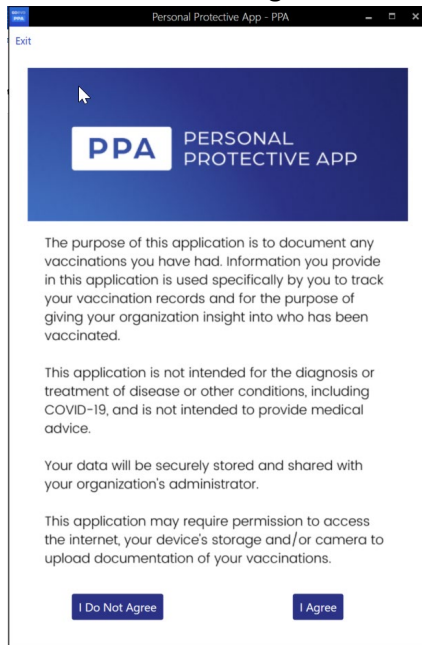
2. Login using your **myLoyalist Account**

3. Click on the Vaccine Tracker icon

4. You will see a screen that looks like this if you haven't entered any vaccine records yet. If you have already entered vaccine records, they will be displayed. If you have been partially or fully vaccinated, click **Get Started**. If you are applying for vaccine exemption, please refer to the instructions called "Use PPA to Apply for Vaccine Exemption"

5. You will be asked to **Agree** to the statement presented**.**

6. Select the country where you received your vaccination that you are entering. If you received two doses, follow all steps to enter your first vaccine record first, then go back and follow all steps to enter your second vaccine record.

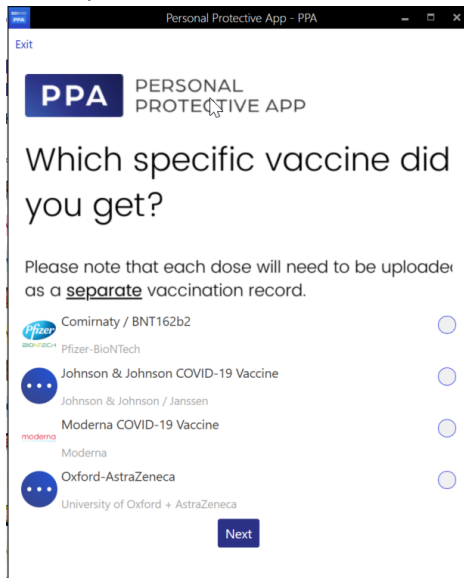7. Select the country and click **Next**. The approved vaccines for that country will be displayed.

8. Select COVID and click **Next**.

9. Be sure to enter your first vaccine information first, following all steps. Then go back and enter your second vaccine dose.

   Select your first vaccine and click **Next**. If you've already entered your first vaccine, choose your second vaccine.

10. Your screen will look like this. Click **Next**.


11. Enter the location where you got your vaccine and click Next. Example, Loyalist College – Belleville Ontario.

12. Enter the date you received the dose of the vaccine that applies to the one you are currently entering – even though the question is "When did you receive your final dose?"

13. Upload your **vaccination record**. You can either use a photo of your vaccination receipt or you can upload the file.
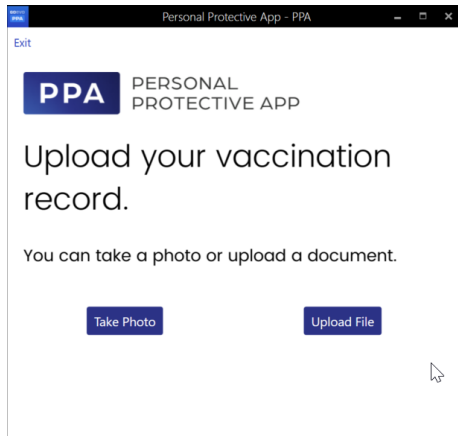
14. If you click **Take Photo**, you will have the option to **Capture Image** (take a picture using your device) or **Choose Image** (select an image you have on your device).
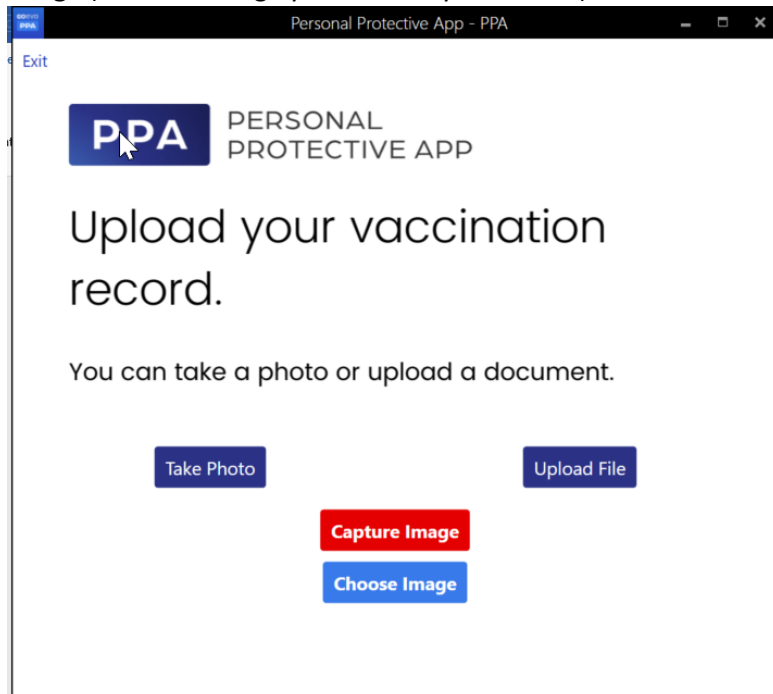
If you choose **Upload File**, click **Choose File** and you will be able to select a file from your device.
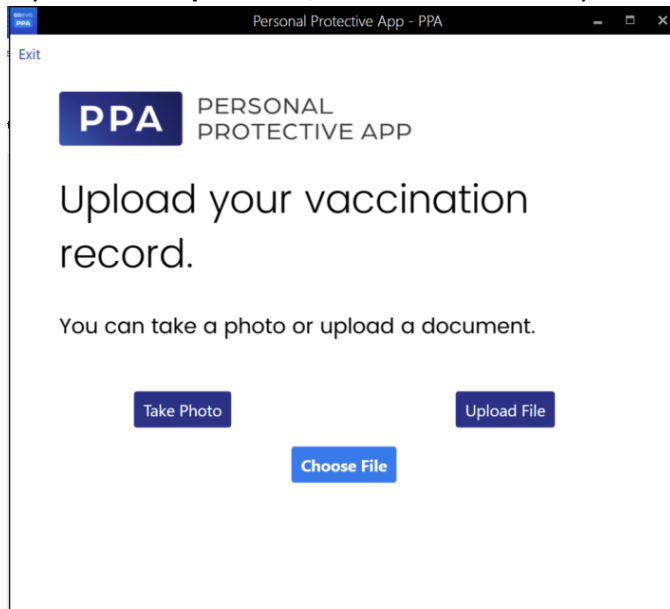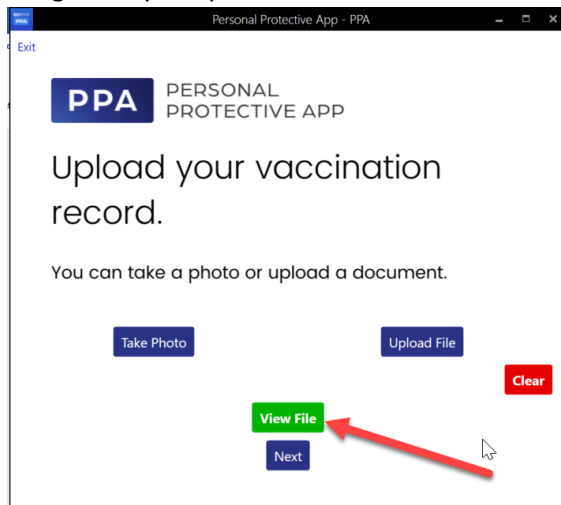

15. Once you have uploaded your vaccination record, you have the option to **View File** to make sure that the file or image that you uploaded is correct. If it is not the correct file or image, click **Clear,** otherwise click **Next**.

16. If you are entering the first dose of a two-dose type vaccine, you will be asked if you want to get an email notification when your next vaccine dose is due.

17. If you choose **No**, click **Upload** to upload this vaccination record.
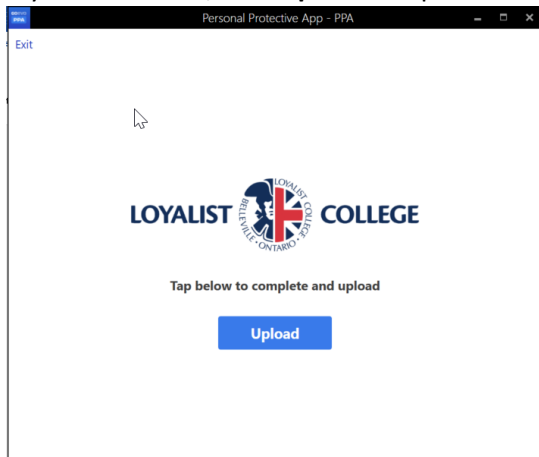
If you choose **Yes**, confirm the email address, select the day your next vaccine is due and select the number days in advance of your next vaccine that you would like to get a reminder. Note that changing your email address here will not affect the email address associated with your account information.

18. If you have received two doses of vaccine and you have entered the first one only, go back to the Vaccine Tracker and enter your second dose information by clicking **Add a New Record**.
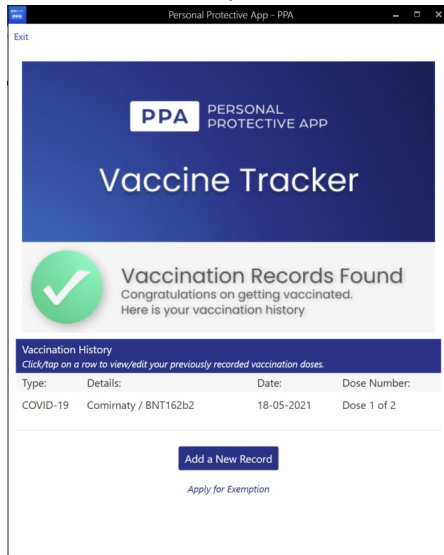
19. To Edit or Delete a vaccine record, go to the Vaccine Tracker. Click on the vaccine record you would like to edit or delete and scroll to the bottom of the screen where you will see the Edit and Delete buttons.