

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.

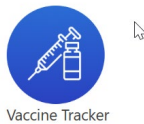
1. From your mobile device, download the PPA App from the Apple App Store or the Google Play Store. Search for **Personal Protective App – PPA** by GoEvo

Or -

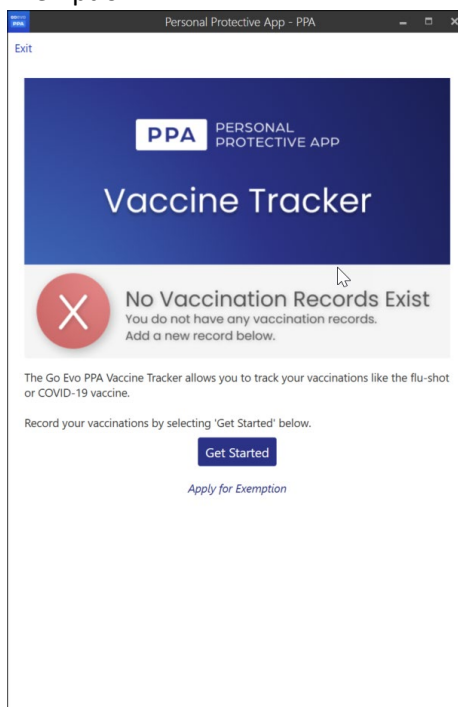
From your Windows desktop, go to <https://app.go-evo.com/Files/WinApp/ppa>

2. Login using your **myLoyalist Account**

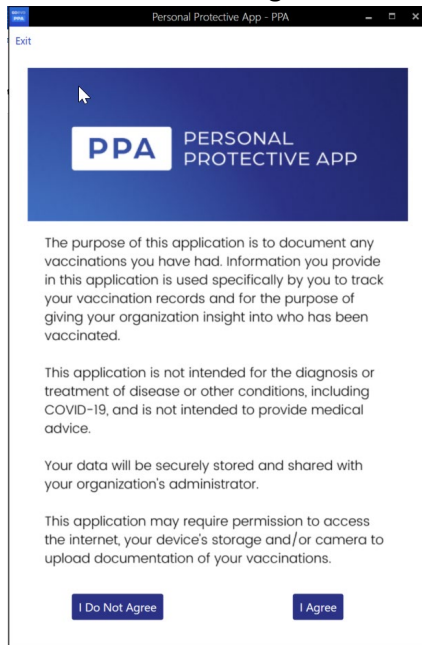
3. Click on the Vaccine Tracker icon



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.



The screenshot shows the 'Personal Protective App - PPA' window. At the top left is an 'Exit' link. Below it is a blue header with the 'PPA' logo and the text 'PERSONAL PROTECTIVE APP'. The main content area contains four paragraphs of text explaining the app's purpose, its non-medical nature, data security, and required permissions. At the bottom are two buttons: 'I Do Not Agree' and 'I Agree'.

Exit

PPA PERSONAL PROTECTIVE APP

The purpose of this application is to document any vaccinations you have had. Information you provide in this application is used specifically by you to track your vaccination records and for the purpose of giving your organization insight into who has been vaccinated.

This application is not intended for the diagnosis or treatment of disease or other conditions, including COVID-19, and is not intended to provide medical advice.

Your data will be securely stored and shared with your organization's administrator.

This application may require permission to access the internet, your device's storage and/or camera to upload documentation of your vaccinations.

I Do Not Agree **I Agree**

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.



The screenshot shows the 'Personal Protective App - PPA' window. At the top left is an 'Exit' link. Below it is a blue header with the 'PPA' logo and the text 'PERSONAL PROTECTIVE APP'. The main content area has the heading 'Which country did you receive your vaccination in' followed by a paragraph explaining that the information is used to display available vaccines. Below this is a list of countries and regions, each with a three-dot icon to its left and a radio button to its right.

Exit

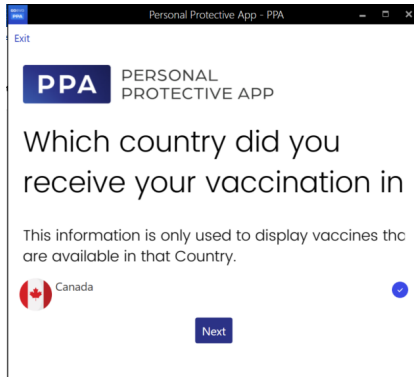
PPA PERSONAL PROTECTIVE APP

Which country did you receive your vaccination in

This information is only used to display vaccines that are available in that Country.

- ... Australia ☐
- ... Brazil ☐
- ... Canada ☐
- ... China ☐
- ... European Union ☐
- ... India ☐
- ... Japan ☐
- ... Korea ☐
- ... Mexico ☐
- ... New Zealand ☐
- ... Other ☐

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



The screenshot shows the 'PERSONAL PROTECTIVE APP' interface. At the top, it says 'Which country did you receive your vaccination in'. Below this, a note states: 'This information is only used to display vaccines that are available in that Country.' A radio button next to the Canadian flag is selected, with the label 'Canada' to its right. A blue 'Next' button is at the bottom center.

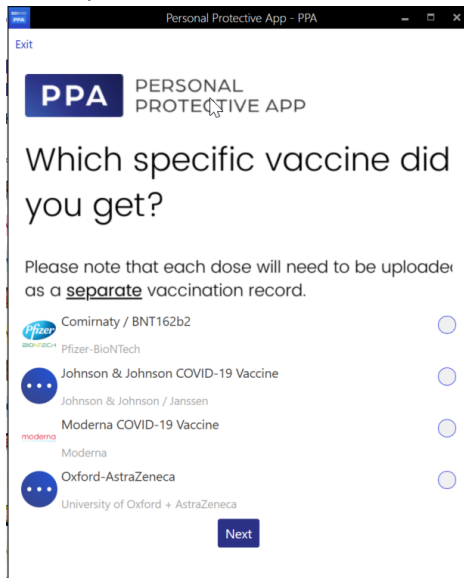
8. Select COVID and click **Next**.











The screenshot shows the 'PERSONAL PROTECTIVE APP' interface. It asks 'Which type of vaccine did you get?'. A radio button next to 'COVID-19' is selected. A blue 'Next' button is at the bottom center.

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.



The screenshot shows the 'PERSONAL PROTECTIVE APP' interface. It asks 'Which specific vaccine did you get?'. A note says: 'Please note that each dose will need to be uploaded as a separate vaccination record.' There is a list of vaccine options, each with a radio button to its right:

-  Comirnaty / BNT162b2
-  Pfizer-BioNTech
-  Johnson & Johnson COVID-19 Vaccine
-  Johnson & Johnson / Janssen
-  Moderna COVID-19 Vaccine
-  Moderna
-  Oxford-AstraZeneca
-  University of Oxford + AstraZeneca

A blue 'Next' button is at the bottom center.

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

The screenshot shows the 'PERSONAL PROTECTIVE APP' interface. At the top, it says 'PPA PERSONAL PROTECTIVE APP'. The main question is 'Which specific vaccine did you get?'. Below this, a note states: 'Please note that each dose will need to be uploaded as a separate vaccination record.' There is a Pfizer logo and the text 'Comirnaty / BNT162b2' with a blue checkmark. Below that, a Pfizer BioNTech logo is next to the text 'Comirnaty COVID-19 Vaccine (1 of 2)' and 'The Pfizer BioNTech Comirnaty vaccine requires two doses 21 days apart.' At the bottom, there is a blue 'Next' button.

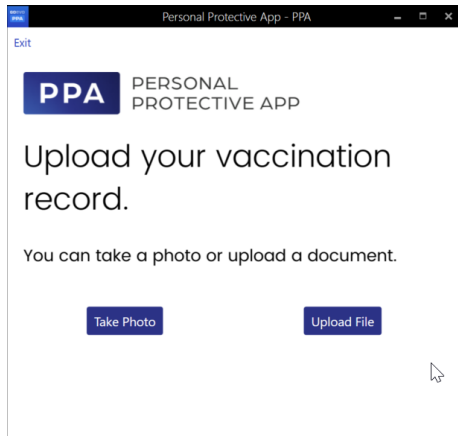
11. Enter the location where you got your vaccine and click Next. Example, Loyalist College – Belleville Ontario.

The screenshot shows the 'PERSONAL PROTECTIVE APP' interface. At the top, it says 'PPA PERSONAL PROTECTIVE APP'. The main question is 'Where did you get the vaccine?'. Below this, a note states: 'Please be as specific as possible.' There is a text input field with the placeholder text 'Enter the location where you got the vaccine...'. At the bottom, there is a blue 'Next' button.

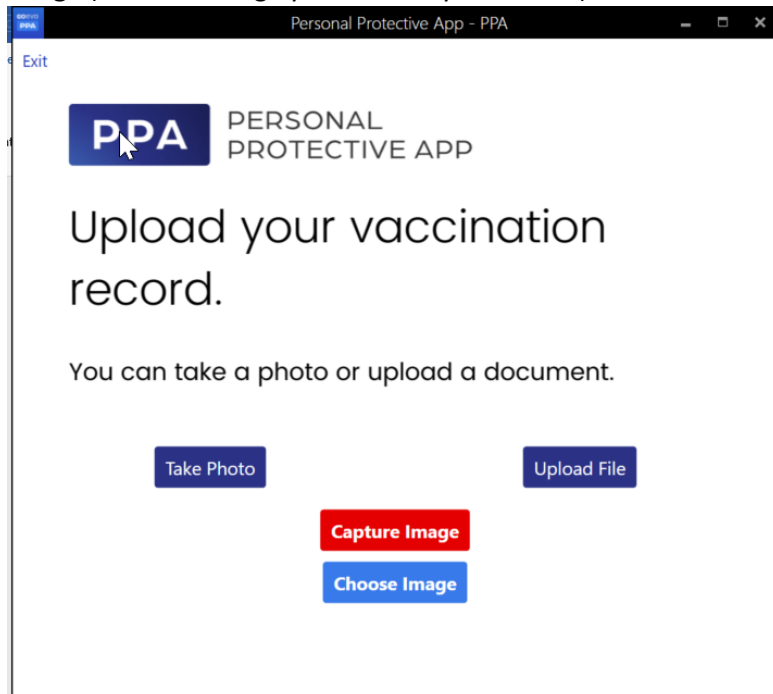
12. Enter the date you received the dose of the vaccine that applies to the one you are currently entering – even though the question is “When did you receive your final dose?”

The screenshot shows the 'PERSONAL PROTECTIVE APP' interface. At the top, it says 'PPA PERSONAL PROTECTIVE APP'. The main question is 'When did you receive your final dose?'. Below this, a note states: 'Provide the specific date (default is today).' There is a date picker showing '7 Sep 2021'. At the bottom, there is a blue 'Next' button.

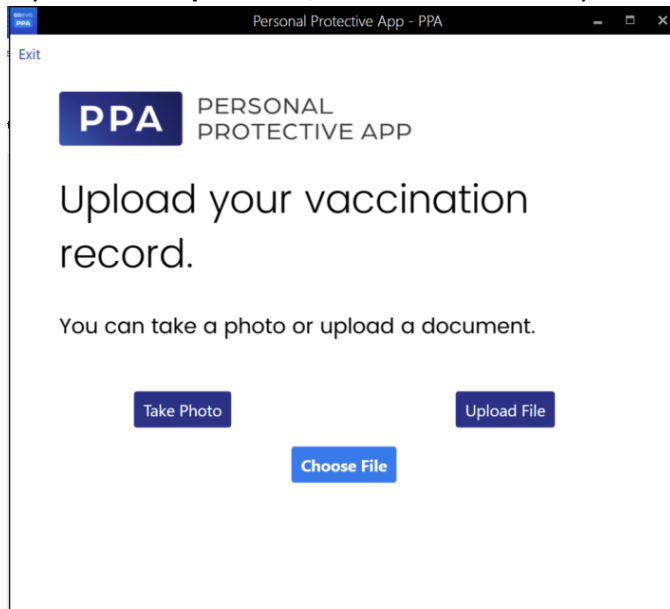
13. Upload your **vaccination record**. You can either use a photo of your vaccination receipt or you can upload the file.



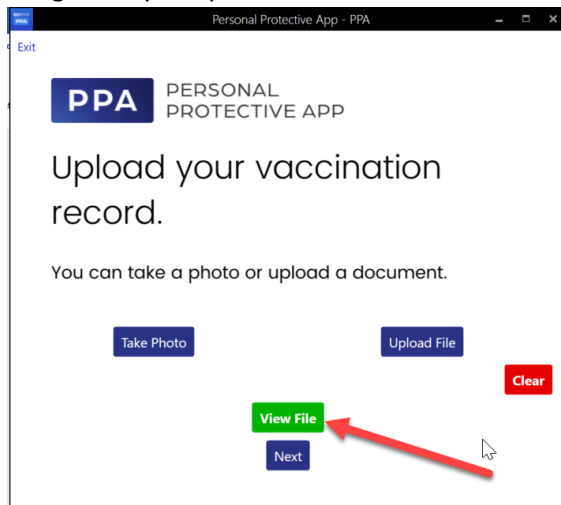
14. If you click **Take Photo**, you will have the option to **Capture Image** (take a picture using your device) or **Choose Image** (select an image you have on your device).



If you choose **Upload File**, click **Choose File** and you will be able to select a file from your device.



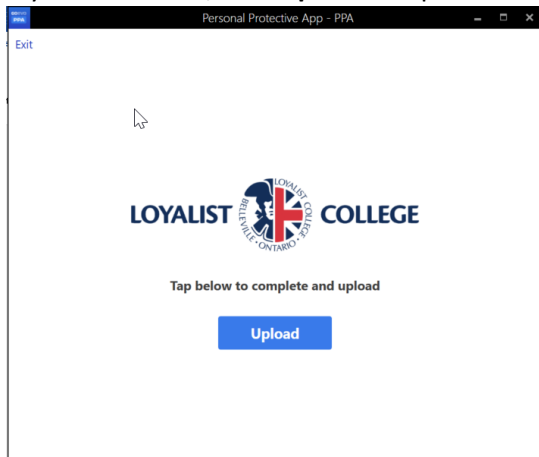
15. Once you have uploaded your vaccination record, you have the option to **View File** to make sure that the file or image that you uploaded is correct. If it is not the correct file or image, click **Clear**, otherwise click **Next**.



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.



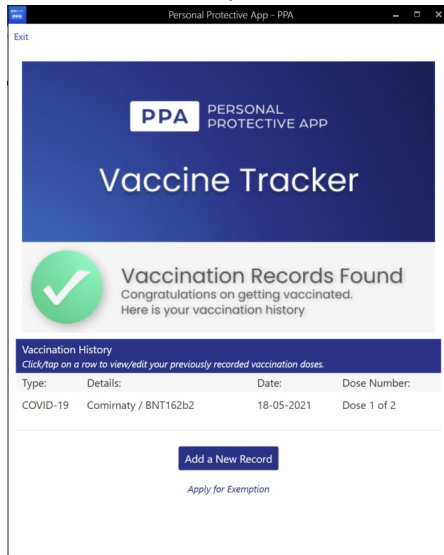
17. If you choose **No**, click **Upload** to upload this vaccination record.



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.

A screenshot of a web browser window titled "Personal Protective App - PPA". The page has a white background. At the top left, there is a small "Exit" link. Below it, the text "PROTECTIVE APP" is displayed. The main heading is "Do you want to get an email notification when your next vaccine dose is due?". Below this, a paragraph states: "The email reminder can be set at an interval you decide. Please keep in mind that communications via email over the internet are not secure. Although it is unlikely, there is a possibility that information you include in an email can be intercepted and read by other parties besides the person to whom it is addressed. The reminder will contain your email address, the type of vaccine you had, the date of your last vaccination, and the date that your next vaccination is due." There are two buttons: "No" and "Yes". Below these buttons, the word "Yes" is centered. The next section is "Please confirm your email address below. *". Below this, a text input field contains "@loyalistcollege.com". The next section is "What day is your next vaccine due? *". Below this, a date picker shows "8 Sep 2021". The next section is "How many days in advance of your next vaccination would you like to receive the reminder? *". Below this, a text input field contains "Same Day". At the bottom center, there is a blue button with the word "Confirm" in white text.

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.