



Are you having trouble uploading your vaccine card to the [UTRGV Vaccine Portal](#)? See the step-by-step process below.

If you are creating your vaccine portal entry for the first time, it might take up to 24 hours for your profile to be updated to allow you to submit your request for the employee booster incentive program.

If you have technical issues or need assistance, email umc@utrgv.edu

IF YOU HAVE AN EXISTING PROFILE ENTRY:

1. Visit utrgv.edu/vaccineportal
2. Click on “**View your profile**” then “**View Record**”.
3. Choose your “Booster Vaccine Option”.
4. Click on the “Employee Incentive” button.
5. Include your **vaccine booster date**, and **upload the front** and back (if the booster information is on the back) of your vaccine card.
 - Upload an image (maximum size 5 MB) in one of the following file types: png, svg, jpg, or jpeg.
6. Read and agree to the terms.
7. Select your reward and submit the information.
8. Once saved and submitted, the “Thank you” screen will appear.



COVID-19 Vaccine Portal

Use this portal to verify and update your COVID-19 vaccine profile. You will always have access to your profile and be able to update your profile and answers if your situation or preferences change.

i *NOTE: Simply choose the status that applies to you. If you are vaccinated, there is no need to specify which dose (i.e. first or second) you have received.*

[View your profile](#)

1 records submitted by: perla.pequeno@utrgv.edu

The University of Texas Rio Grande Valley, 2021



Active Profile

1 records submitted by: perla.pequeno@utrgv.edu



Email: perla.pequeno@utrgv.edu

[View Record >](#)

Please use 'Go Back' button to see previous screen.

[Go Back](#)

The University of Texas Rio Grande Valley, 2022

UTRGV Email perla.pequeno@utrgv.edu

Please select from the options available

i NOTE: Simply choose the status that applies to you. If you are vaccinated, there is no need to specify which dose (i.e. first or second) you have received.

I have received the vaccine from another provider

BOOSTER VACCINE OPTION

Please select your preference for a booster vaccine:

- I want the booster vaccine
- I already have the booster vaccine
- I do not want the booster vaccine

Employee Incentive

Go Back

Please use 'Go Back' button to see previous screen.

UTRGV Email perla.pequeno@utrgv.edu

You have selected:
'I already have the booster vaccine'.

1. Include Date Boosted:

12/8/2021

2. Upload front picture of your vaccine card:



Tap or click to add a picture

3. Upload back picture of your vaccine card:



Tap or click to add a picture

4. Please Agree and Submit your information.

I Agree
Required field

By submitting this form, I give The University of Texas Rio Grande Valley permission to verify any statement made on this attestation, and agree to provide UTRGV, upon request, information that will verify the accuracy of these statements. I certify under penalty of perjury that I am the person identified by the username and password used to access this form, and that I have not disclosed the username and password to anyone else. I understand and agree that any misrepresentation, omission, or falsification of information provided may constitute grounds for disciplinary action under UTRGV Handbook of Operating Procedures, and that UTRGV may also require repayment of funds awarded.

5. Select your reward from the options below

For more information on the incentive options, [click here](#).

UTRGV Swag Pack (\$100 value)

Available options:

- \$100 (subject to payroll tax)
- UTRGV Swag Pack (\$100 value): *sweatshirt, baseball cap, tumbler cup, car decal, drawstring backpack and key chain.*

Go Back

Please use 'Go Back' button to see previous screen.

Submit Information



Thank you for updating your COVID-19 vaccine profile.

You will always have access to your profile and be able to update your profile and answers if your situation or preferences change.

Please know that all request for vaccination appointments have been forwarded to the appropriate group and you should be expecting a call from our Health care assistants in order to schedule your appointment.

To review your submitted records, you can return to the COVID-19 Vaccine Portal home. Otherwise, you may logout and close this window.

[Return to COVID-19 Vaccine Portal Home screen](#)

[Logout](#)