



Managing Vaccination Certificates in MyGJU

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Overview

- ▶ Introduction
- ▶ Uploading vaccination certificates by students
- ▶ Verifying certificates by DSA
- ▶ Checking student vaccination status by schools, registration, and instructors
- ▶ References

Introduction

- ▶ The goal of this presentation is to show GJU students how to upload their Covid19 vaccination certificate information into the MyGJU [1,2] university portal.
- ▶ Consequently, the deanship of student affairs (DSA) staff will double check the uploaded information for verification.
- ▶ Such information can be checked by DSA, schools, and registration to make sure students are in compliance with the precautionary measures related to the corona virus pandemic.

Uploading Vaccination Certificates by Students (1)

Profile
Academic Affairs
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Registration

Course Sections

Schedules

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Transcript

German Year

Other Affairs

▶ Academic Affairs
▶ Other Affairs

Student Information

Name: [Redacted]	Student ID: [Redacted]
Degree: Bachelor	Enrollment Year: First 2013 / 2014
Faculty: School of Electrical Engineering and Information Technology	Student Status: Enrolled
Department: Computer Science Department	Program: Regular Program
Major: Computer Science	Account Status: Active
Study Plan: Computer Science 2012	
Study Plan Credit Hours: 143	


Other Affairs

Academic Calendar	Student Status	Advisors
Study Plan	Hold Status	Prerequisite Tests
Study Plan versus Transcript	Major Transfers	Transfer Credit
		Vaccination Certificate


Login to your MyGJU account, go to Other Affairs, then click the Vaccination Certificate link

Uploading Vaccination Certificates by Students (2)


Profile
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Transcript



German Year



Other Affairs

▸ Academic Affairs ▸ Other Affairs ▸ **Vaccination Certificate**

Vaccination Certificate					
	First Vaccination Date	Second Vaccination Date	Third Vaccination Date	Verified by DSA	Vaccination Certificate
No records found					
<div style="display: flex; justify-content: space-between;"> Edit Delete </div>					

Total Rows: 0

← Back
+ Add

Click the Add button to add your certificate

Note 1: You can add only one certificate in MyGJU.

Note 2: To update it (if needed) delete the old one, and add the new one.

Uploading Vaccination Certificates by Students (3)

► Academic Affairs ► Other Affairs ► Vaccination Certificate ► [Add Vaccination Certificate](#)

Vaccination Certificate Information

First Vaccination Date: *

Second Vaccination Date:

Third Vaccination Date:

Vaccination Certificate File

Uploaded File:

Upload File

(Valid file size: 2 MB; Valid file type is pdf.)

Verified by DSA:

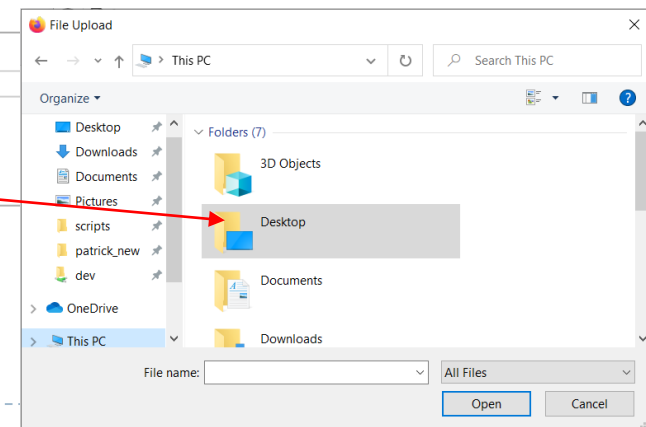
1. Enter vaccination date(s) as on certificate.

2. Click the Choose button.

3. When the File Upload window shows up; browse for, and select, the desired certificate file.

4. Click the Upload button (when enabled).

5. Click Save when done.



Uploading Vaccination Certificates by Students (4)

After saving the certificate in the previous slide!

Profile Academic Affairs Financial Affairs Registration

Course Sections Schedules Evaluations Grades Transcript German Year Other Affairs

Academic Affairs Other Affairs Vaccination Certificate

Vaccination Certificate					
	First Vaccination Date	Second Vaccination Date	Third Vaccination Date	Verified by DSA	Vaccination Certificate
<input type="radio"/>	24-09-2021			No	Download

Edit Delete

Total Rows: 1

Back Add

Check verification by DSA status here

Verifying Vaccination Certificates by DSA (1)

My Affairs **Coordination** Manager's Tasks

Course Sections Student Details Email to Students GY Outgoing Applications GY Internships

Student Fee Payments **Vaccination Certificates**

Filtering Criteria

Student ID:

Academic Statuses: **Academic Status** ▾

Verified by DSA: All ▾

Vaccination Status: Vaccinated ▾

Generate

1. Click the Generate button

Note: This report gets the academic status on a general basis as specified in the student academic information table.

Students Vaccination Certificates								
Student ID	Student Name	First Vaccination Date	Second Vaccination Date	Third Vaccination Date	Vaccinated	Verified by DSA	Vaccination Certificate	
20		24-09-2021			Yes	No	Download	

Review Certificate Export

2. Select the certificate



3. Click the Review Certificate button



Verifying Vaccination Certificates by DSA (2)

My Affairs
Coordination
Manager's Tasks

Course Sections
Student Details
Email to Students
GYC

Student Fee Payments
Vaccination Certificates

Vaccination Certificate Information

First Vaccination Date: *

Second Vaccination Date:

Third Vaccination Date:

Vaccination Certificate File

Uploaded File:

- Vaccination Certificate ↓ Download - Delete

Verified by DSA: 1. Check if all information is accurate.

← Back
Save
2. Save changes when done.

Students Vaccination Certificates					
First Vaccination Date	Second Vaccination Date	Third Vaccination Date	Vaccinated	Verified by DSA	Vaccination Certificate
24-09-2021			Yes	Yes	Download

Checking Vaccination Certificates by Deans

▸ Dean's Tasks ▸ Reports

Reports

- [Students Academic Status Report](#)
- [MOHE General Report](#)
- [Registration Status Report](#)
- [Pre Registration Report](#)
- [Students Registered Courses Report](#)
- [Registered Students with Bypassed Rules Report](#)
- [Top Students Report](#)
- [Faculty Rooms Report](#)
- [Faculty Course Equivalency Report](#)
- [Students Vaccination Certificates Report](#)

▸ Dean's Tasks ▸ Reports ▸ Students Vaccination Certificates Report

Filtering Criteria

Faculty:

Department:

Student ID:

Academic Statuses:

Verified by DSA:

Vaccination Status:

Generate

Note: This report gets the academic status on a general basis as specified in the student academic information table.

Students Vaccination Certificates							
Student ID	Student Name	First Vaccination Date	Second Vaccination Date	Third Vaccination Date	Vaccinated	Verified by DSA	Vaccination Certificate
2		24-09-2021			Yes	Yes	Download

Checking Vaccination Certificates by Registrars

[Faculties Report](#)

[Departments Report](#)

[Available Rooms Report](#)

[Students Vaccination Certificates Report](#)

▸ Reports ▸ Registration Reports ▸ **Students Vaccination Certificates Report**

Filtering Criteria

Student ID:

Verified by DSA:

Academic Statuses:

Vaccination Status:

Generate

Note: This report gets the academic status on a general basis as specified in the student academic information table.

Students Vaccination Certificates							
⏪ ⏩ 1 ⏪ ⏩ 1							
Student ID	Student Name	First Vaccination Date	Second Vaccination Date	Third Vaccination Date	Vaccinated	Verified by DSA	Vaccination Certificate
20		24-09-2021			Yes	Yes	Download

Checking Vaccination Certificates by Instructors

Schedule for Summer 2020/2021

Course ID	Course Name	Section No.	Credit Hours	Days/Times	Room ID	No. of Students	Email	Email
CE351	Operating Systems	1	4	Sun 08:00 AM - 09:00 AM Tue 08:00 AM - 09:00 AM	M223 M223	2	From MyGJU	From Client
CE351	Operating Systems	2	4	Mon 02:00 PM - 03:00 PM Online Wed 02:00 PM - 03:00 PM	M223 M223	2	From MyGJU	From Client

Course Sections
 My Courses
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Course Section Information

Semester :	Summer 2020/2021	Section No. :	2
Degree :	Bachelor	Max. Seats :	23
Faculty :	School of Electrical Engineering and Information Technology	Available Seats :	21
Department :	Computer Engineering Department	Registered Students :	2
Course Name :	Operating Systems	Course ID :	CE351
First Instructor :	Feras Al Hawari		
Schedule :			
	<u>Day</u> <u>From</u> <u>To</u> <u>Room ID</u> <u>Online Day</u>		
	Mon 02:00 PM 03:00 PM M223 Yes		
	Wed 02:00 PM 03:00 PM M223 No		

Course Section Students

Student ID	Student Name	Major	Vaccinated	Verified by DSA	Student Information	Remark	Registration Time
		Computer Science	Yes	Yes	View	--	24-09-2021 21:30:23
		Mechanical and Maintenance Engineering	No	No	View	--	24-09-2021 21:27:28

References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed June, 2019].
2. F. Al-Hawari, A. Alufeishat, M. Alshawabkeh, H. Barham, and M. Habahbeh. The software engineering of a three-tier web-based student information system (MyGJU). *Computer Applications in Engineering Education*, 2017 Mar, 25(2):242-263.