1. Visit pncweb.lasierra.edu and sign in, like you would to your university email:

2. On the portal docking page, navigate to the “Enter My COVID-19 Vaccination” button:

   - After successfully logging in!
3. In the window that opens, upload your records (arrow 1), and enter the information for the dates (arrow 2) and vaccine manufacturer (arrow 3) as documented on your COVID-19 vaccination card/record:

When you are done, click on “Done” (arrow 4).

If you have any questions, or experience any issues with this process, please contact Student Wellness Services via email (wellness@lasierra.edu).