**ORION Student Center: How to Print Bacterial Meningitis Submission Verification Letter**

Current, alumni and former students who submitted their proof of immunization prior to enrollment can obtain proof that they met the requirement. We do not provide copies of vaccination records. However, we can provide a letter verifying the date you received the Meningitis Vaccination. Here are the instructions on how to obtain a verification letter.
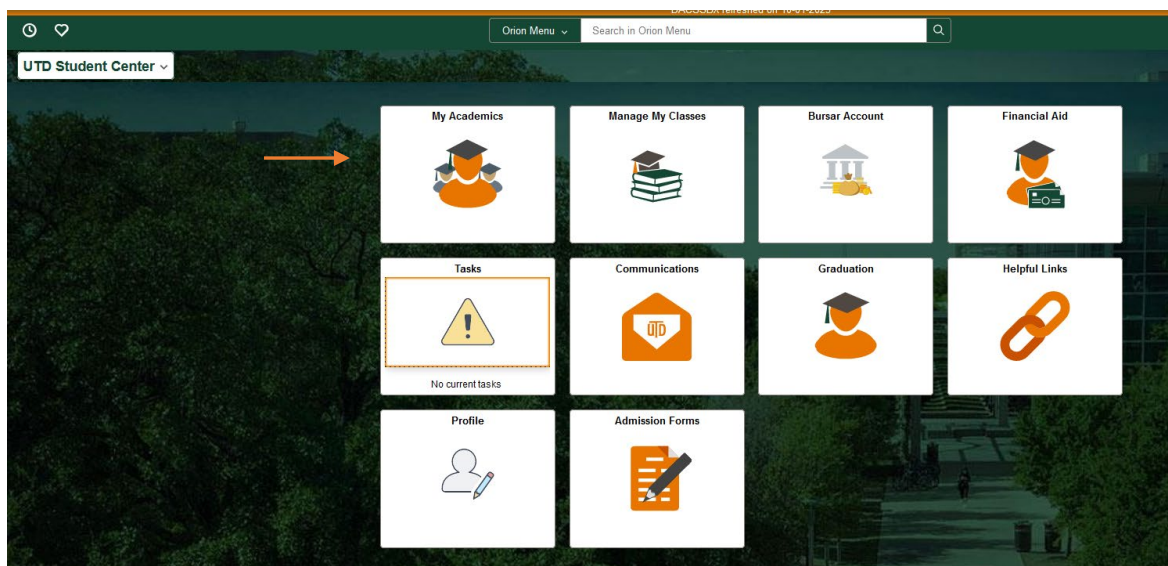
Current Student Instructions (Need an Active NETID)

1. Log into the UT Dallas Galaxy Account.
2. Enter NetID and Password
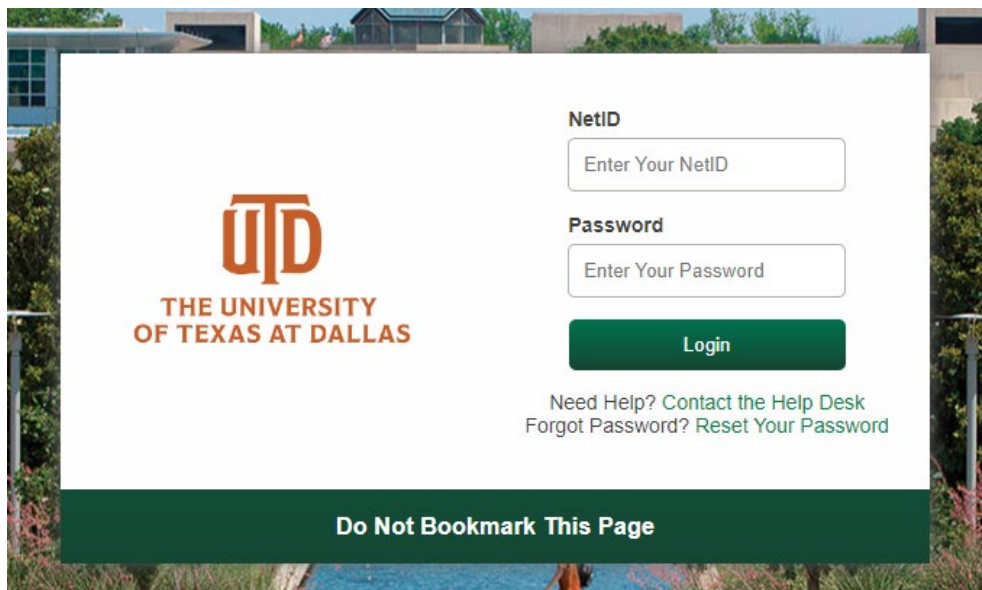
Once logged in, make sure you are on the UTD Student Center screen, as shown below.

3. Click the **My Academics** Tile

4. Click **Bacterial Meningitis Letter**

My Academics

📄	My Course History
🔄	View/Request Plan Change
📋	View My Grades
📗	FERPA Confidentiality
📄	View My Transcript
📇	Order Official Transcript
📋	Enrollment Verification Print
🥧	My Degree Audit
🎯	View My Transfer Credit Report
🗂	Bacterial Meningitis Letter
📙	Test Credit ⌄

5. Click the **Print** button.

🔍 Search in Orion Menu

Bacterial Meningitis Letter

1 row

🔍

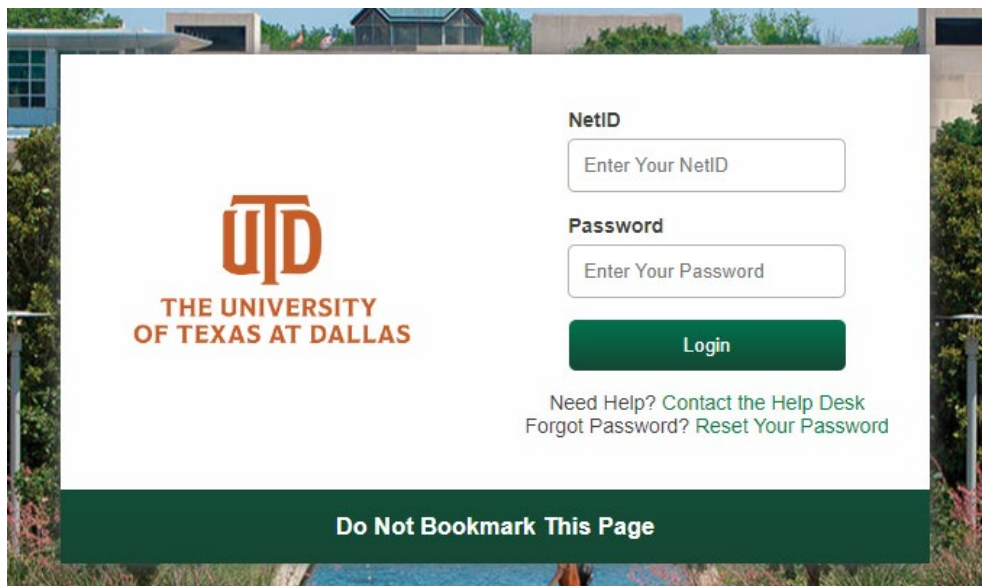| +	−	Request Seq Nbr 1 Completed	Print
		Academic Institution UTDAL University of Texas at Dallas	
		Name	
		Date of Birth	
		Date of Vaccination	
		Admit Term	
		Immunization	
		Immunization Type	
		Date Printed	
		User ID	

~ End ~

Former Students and Alumni Instructions

To request a verification letter, an active NetID/Orion account is necessary. To obtain an active NetID/Orion account, former students can temporarily reactivate their access. Please note, that access to Orion for former students is only valid for 90 days. After 90 days you will need to submit another Former Student Reactivation form.

If you have an active NetID, you do not need to fill out this form. There is a simple check to see if your NetID account is active – were you enrolled in the past 2 terms, OR are you enrolled in a future term? If the answer is yes to either question, then you will not need to fill out the Former Student Reactivation form. If you have a NetID and are unsure if it's active, you may contact the OIT Help Desk via phone (972-883-2911) or live chat.

- The email address you provide on the Reactivation Form will be added to your UTD account as the preferred email unless you have an active UTDallas.edu email address.
- Within two business days, an email verifying the active NetID will arrive from NetIDService@utdallas.edu and will provide instructions for setting a password. These emails are generally sent in the morning hours (Central Time).
- If you encounter issues resetting your NetID password, OIT has provided troubleshooting steps. If you are still unable to set your password, contact the OIT Help Desk via phone (972) 883-2911 or live chat.

1. Once your NetID is active and you set your password, click Orion via the Galaxy webpage and sign in. Please note that the form is not for resetting your password. If you need to reset your password, visit netid.utdallas.edu.
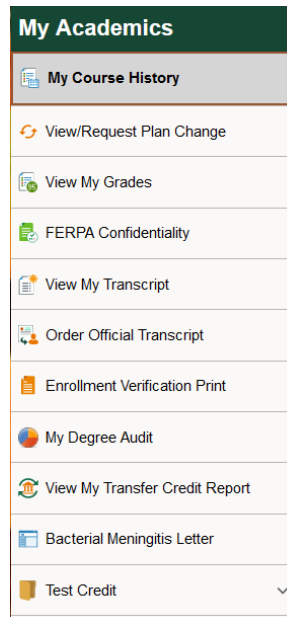
2. Enter NetID and Password

3. Once logged in, make sure you are on the UTD Student Center screen, as shown below.

4. Click the **My Academics** Tile
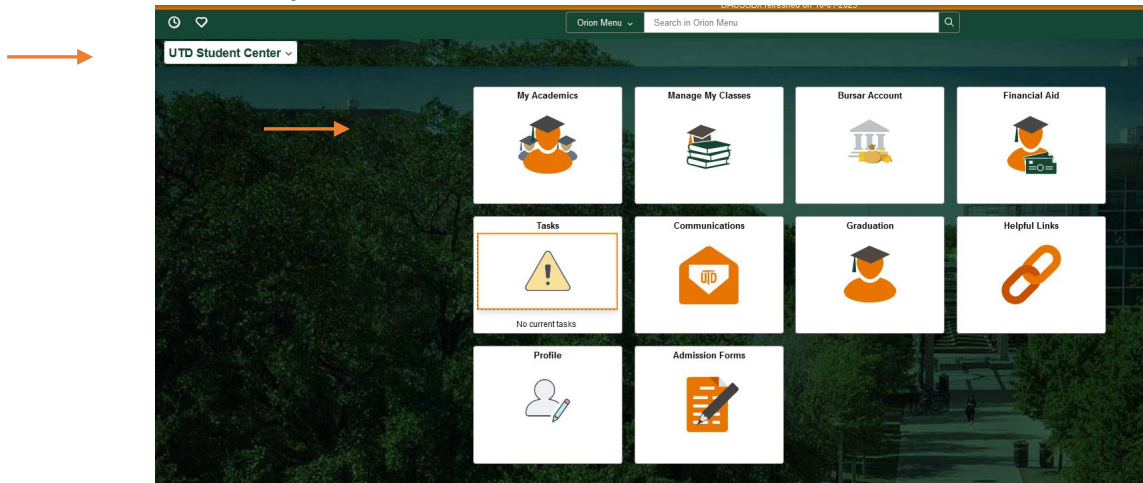
5. Click **Bacterial Meningitis Letter**

6. Click the **Print** button.

Bacterial Meningitis Letter

1 row

+ −	Request Seq Nbr 1	Completed	Print
	Academic Institution UTDAL	University of Texas at Dallas
	Name	
	Date of Birth	
	Date of Vaccination	
	Admit Term	
	Immunization	
	Immunization Type	
	Date Printed	
	User ID	

~ End ~