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**

5. Click the **Print** button.

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**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

![Image of Orion login screen](image)

3. Once logged in, make sure you are on the UTD Student Center screen, as shown below.
4. Click the **My Academics** Tile

![Image of My Academics Tile]

5. Click **Bacterial Meningitis Letter**

![Image of Bacterial Meningitis Letter]
6. Click the **Print** button.

~ End ~