

## Student Portal Immunization Entry Instructions

**Step 1:** From the [Self-Service Portal](#), click the drop-down arrow on the *Immunizations* tab and select *View History*.



This will show you the immunization and screening records we already have on file for you. If your immunizations are on file you do not need to re-enter those dates.

**Step 2:** If you need to supply information that is not on the *View History* screen, please get the appropriate UF Immunization Form filled out by a health care provider. Your [One.UF](#) account will detail your program-specific immunization to-do items.

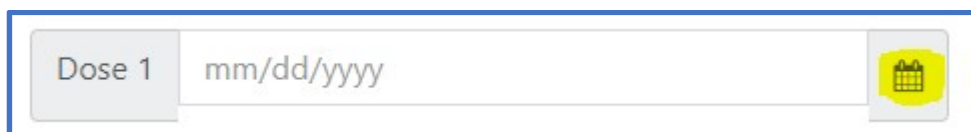
**Step 3:** Re-enter the [Self-Service Portal](#) and click the *Enter Dates* option under the *Immunizations* tab.

**Step 4:** On the *Enter Dates* screen you will see spots to enter your vaccine and/or screening dates.

**Note:** *You are not required to enter dates for every item!* Enter dates for the items you have on your immunization record only. Track your clearance status on [One.UF](#) to make sure your immunization record addressed all of your program specific to-do items.

**Step 5:** Scroll through the screen entering the vaccine and/or screening dates from your form.

You can click the calendar icon to select a date or freely type.


A screenshot of a date entry field in the Student Portal. The field is labeled 'Dose 1' on the left. The input area contains the text 'mm/dd/yyyy'. On the right side of the input area, there is a yellow calendar icon.

Dates must be in MM/DD/YYYY format

**Note:** Each item will give you specific guidance on what is needed to report a valid date(s). For example, under MMR you will be told how many doses are needed and what dates are valid. This language is taken directly from our [immunization form instructions page](#).

**MMR - Measles, Mumps & Rubella Vaccines**  
Two doses AFTER 12 months of age with the second dose occurring in 1990 or later.

Dose 1  

Dose 2  


**Further examples:**

**Meningitis MCV4 (Menactra/Menveo)**  
One dose given in 2005 or later.

Dose 1  

Dose 2  

**Hepatitis B Titer (only needed if no record of Hepatitis B vaccines)**  
You must upload a copy of the lab report. Enter the collection date below.

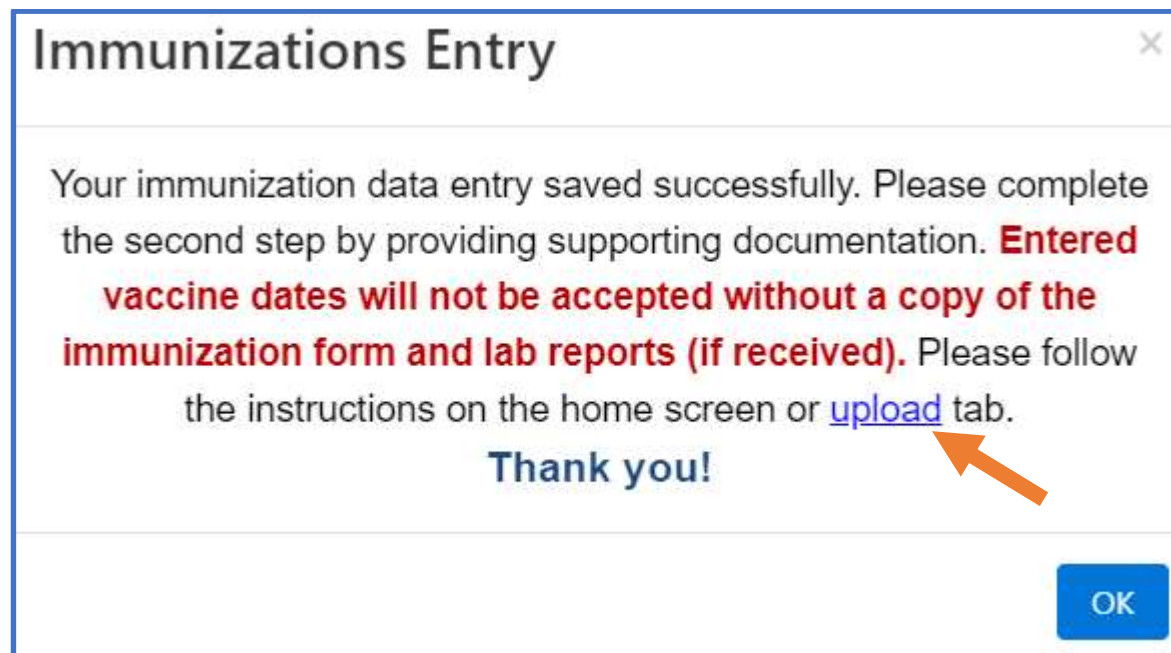


**Step 6:** After you have entered all the vaccine and/or screening dates from your form, click the submit button at the top of the page.

Enter one or all immunizations and then click the Submit button once.



**Step 7:** You will then see this pop-up directing you to the document upload screen.



**Step 8:** Click the upload link.

You will see record of previously uploaded documents at the bottom of the page.

To add new files, select the file type you are uploading from the drop-down menu.

**Documents available to be uploaded:**

Chest X-Ray Documentation

Copy Of Titer Report

Declination Form(s)

Flu Shot Documentation

PPD Documentation

Vaccine Record

Choose document you are uploading:

Please note the document format requirements.

Select your file and hit upload.

The newly uploaded file will appear on the same screen with a link to view the document.

**Example:**

**Documents already on file**

Chest X-Ray Documentation received on 2/23/2022

[View File](#)

**Step 9:** Allow about 1 week for processing. Check your [One.UF](#) account to see the hold and to-do items updated. Missing items will remain on your *To-Do Items*.

Follow the steps above to submit any missing items.

***You're done!***