# How to Upload Immunizations from the Hamline University Student Portal:

Log into the Hamline Portal at Hamline Counseling and Health Services Portal

From the home screen, click "View My Immunization Requirements"

Hamline Counseling & Health Services Patient Portal		
Home Profile	Home for You last logged in: 4/8/2024 12:48 PM (+ Log Out	
Immunizations Requirements & Forms Not Satisfied	Check in or Schedule an Anonistment	
Health History		
Appointments	Send or Read a Secure Message	
Consent Forms 2 to Sign	View My Immunization Requirements	
Referrals	Edit My Profile	
Handouts		
Messages	Welcome to the Hamline Counseling & Health Portal.	
Letters		
Optional Forms	Using the links at the left you can:	
Insurance Card	Update your profile information (i.e. preferred name, pronouns, etc.)	
Survey Forms	Receive test results and exchange secure messages with organization staff	
Fè Log Out	Complete surveys	
	Review, update and print immunization records	
	If you have any questions, please call Hamiline Counselino & Health Services at 651-523-2204.	
	Version: 12 11 72401	
	[	
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## Once on the Immunization Requirements & Forms page, click "Update" for \*\*Immunizations Records:

Hamline Counseling & Health Services Patient Portal				
Home Profile Immunizations Requirements & Forms Not Sublided Health History	Immunizations Requiremen Add the dates for MMR (Measles, Mumps, Rubella) and Tetanus Vacc Overall Clearance Status: () Not Satisfied Items required for clearance:	nts & Forms fo	on records (documentation).	
Appointments	Clearance		Status	Details
Consent Forms 2 to Sign	**Immunization Records	Update	Not Compliant	No Data
Referrals	"Measles	Update	Not Compliant	No Data
Handouts	*Mumps	Update	3 Not Compliant	No Data
Letters	*Rubella	Update	Not Compliant	No Data
Optional Forms	*Tetanus-Diphtheria /Tdap	Update	3 Not Compliant	No Data
Insurance Card	Additional items NOT required for clearan	nce:		
	Clearance		Status	Details
🕞 Log Out	*COVID Vaccines	Update	3 Not Compliant	No Data
	COUNSELING - REQUIRED FOR COUNSELING APPOINTMENTS - Informed Consent for In Person and Telehealth Counseling	6	Compliant	Satisfied <b>3</b>
	Health History	Update	Compliant	Satisfied ()
	MEDICAL - REQUIRED FOR MEDICAL APPOINTMENTS - Hamiline Health Services Consent for Treatment	6	Compliant	Satisfied 0

In the "Immunization Record" box, click "Upload" to upload a copy of your immunization records. Once successfully uploaded, click "Save"

- Make sure your name and date of birth are part of the permanent record you are uploading and visible in the upload
- If you have a paper copy, you can do this step on your phone and take a picture from your phone.
- Do **NOT** submit a screenshot of your records from an online medical records system (ex: MyChart) because your name and birth date are not visible on the screenshot.
  - If you have the option to "Print" from from the electronic health record, you can print it if it has your name and date of birth and then upload this copy.

Immunization Record		×
Immunization Record Upload Needed		
Please use the upload button to submit your form.	Upload Received 12/5/2023 10:02 AM Show Uploaded Document	
Status: Upload Required		
Additional Uplo ds		
Acknowledged (Acknowledged)	۸.	
	Y	
	Cancel	e

Once immunization records have been uploaded, immunization dates need to be entered:

- Measles, Mumps, and Rubella or MMR vaccine is a 2 dose series
  - This needs to be 2 dates, usually given at age 1 and a second dose at age 5.
    - (This is not valid if given before 12 months of age)
  - Vaccine doses have to be separated by at least 28 days.
- Tetanus or Tdap (preferred):
  - This needs to be given within the last 10 years
    - If the last dose was given over 10 years ago, an updated dose will need to be done before submitting immunizations.

To enter dates for Measles, Mumps, and Rubella vaccines, click "Update" next to "\*Measles".

Hamline Counseling & Health Services Patient Portal

Home						
Profile	Immunizations Requireme	nts & Forms fo	or S			
Immunizations Requirements & Forms Not Satisfied	Add the dates for MMR (Measles, Mumps, Rubella) and Tetanus Va	Add the dates for MMR (Measles, Mumps, Rubella) and Tetanus Vaccines. Then, upload your immunization records (documentation). Overall Clearance Status: 🐼 Not Satisfied				
Health History						
Appointments	Items required for clearance:					
Consent Forms 2 to Sign	Clearance		Status	Details		
Referrals	**Immunization Records	Update	Not Compliant	No Data		
Handouts	*Measles	Update	8 Not Compliant	No Data 0		
Messages	"Mumps	Update	Not Compliant	No Data ()		
Letters Optional Forms	*Rubella	Update	8 Not Compliant	No Data <b>0</b>		
Insurance Card	*Tetanus-Diphtheria /Tdap	Update	8 Not Compliant	No Data		
Survey Forms	Additional items NOT required for cleara	ance:				
I Log Out	Clearance		Status	Details		
	*COVID Vaccines	Update	3 Not Compliant	No Data		
	COUNSELING - REQUIRED FOR COUNSELING APPOINTMENTS - Informed Consent for In Person and Telehealth Counseling	6	Compliant	Satisfied 0		
	Health History	Update	2 Compliant	Satisfied 0		
	MEDICAL - REQUIRED FOR MEDICAL APPOINTMENTS - Hamline Health Services	6	Compliant	Satisfied 6		

#### A pop-up window for "Measles (rubeola)" will open

Measles (rubeola)		
,		
This compliance can be satisfied by 2 common vaccine for this.	Measles containing immunizations OR a positive N	leasles Antibody IgG Titer. MMR is the most
Vaccine History		
Add Immunization		
No history to display		
Test Results		
Add Test Result		
Date	Result	
No history to display		
		Cancel Done
COVID Vaccines	Update	8 Not Compliant

If there is a Measles, MMR, or MMRV vaccination, click "Add Immunizations"

- Enter the date of the vaccine (This will have to be done individually for both dates)
  - MMR = Measles-Mumps-Rubella
  - MMRV = Measles-Mumps-Rubella- Varicella
    - If entering MMR or MMRV dates, the dates do not need to be re-entered for Mumps and Rubella.

If a titer (blood) lab test was done to prove immunity, click "Add Test Result"

- Enter the date of the lab draw, what lab was drawn, and if the test was positive or negative
  - This will need to be done for Measles, Mumps, and Rubella separately.
  - If any of the titer results are negative, an updated vaccine will be needed

### Click "Save" and "Done"

Date	Immunization	
MM/DD/YYYY	Select one V	
	Select one Measles-Mumps-Rubella	
	Measles & Rubella	
	Measles Measles-Mumps-Rubella-Varicella	Save Cance
Date		
Date		
Date No history to display		
Date No history to display		
Date No history to display Test Results		
Date No history to display Test Results		
Date No history to display Test Results Add Test Result		
Date No history to display Test Results Add Test Result Date	Result	
Date No history to display Test Results Add Test Result Date	Result	
Date No history to display Test Results Add Test Result Date No history to display	Result	
Date No history to display Test Results Add Test Result Date No history to display	Result	

Once back at the "Immunization Requirements & Forms" page, click "Update" next to "\*Tetanus-Diphtheria/Tdap"

Hamline Counseling & Health Services Patient Portal				
Home Profile	✓ Success Your immunization changes have been saved successful	ly.		
Immunizations Requirements & Forms Not Saturied Health History Appointments Consent Forms 2 to Sign	Immunizations Requirements & Forms for S Add the dates for MMR (Measles, Mumps, Rubella) and Tetanus Vaccines. Then, upload your immunization records (documentation). Overall Clearance Status: 🗞 Not Satisfied			
Referrals Handouts	Items required for clearance:		Status	Details
Messages Letters Optional Forms	**Immunization Records *Measies	Update	Not Compliant     Not Compliant	No Data 🖲 Awaiting Review
Insurance Card Survey Forms	*Mumps *Rubella	Update	Not Compliant     Not Compliant	Awaiting Review <b>6</b> Awaiting Review <b>6</b>
G+ Log Out	*Tetanus-Diphtheria /Tdap Additional items NOT required for o	Update Clearance:	Not Compliant	No Data
	Clearance *COVID Vaccines	Update	Status Not Compliant	Details No Data 🔁

A pop-up window for "Tetanus/ Diphtheria/ Pertussis" will open. Click "Add Immunization"

Tetanus / Diphtheria / Pertuss	is					
This compliance can be satisfied by one Tdap or one Tetanu	us (Td) immuni	ization within the la	ist 10 years.			
Vaccine History						er
Add Immunization Date No history to display						
						Deta
				Cancel	Done	No E
*Measles	Update	8	Not Compliant			Awa
*Mumps	Update	0	Not Compliant			Awa
*Rubella	Update	0	Not Compliant			Awa
*Tetanus-Diphtheria /Tdap	Update	0	Not Compliant			No E
Additional items NOT required for clear	ance:					

From here enter the most recent Tdap or Td vaccine (needs to be done within the last 10 years)

• If the vaccine date is more than 10 years old, an updated dose will be needed before submitting the vaccine date.

Add Immunization					×
Date	Immunization				
MM/DD/YYYY	Select one	~			
	Select one Tdap				
	Td adult-unspecified formulation			Save	Cancel
No history to display					
				Cancel	Done
Measles	Update	8	Not Compliant		

Once date has been entered, click "Save" and "Done"

If you have received COVID vaccines, please enter the date of the most recent doses given. Hamline University strongly recommends staying up to date with COVID vaccines, but does not require the vaccination for admission.

Immunizations Require	ments & For	ms for S	
Add the dates for MMR (Measles, Mumps, Rubella) and Teta Overall Clearance Status: 😵 Not Satisfied	anus Vaccines. Then, upload you	Ir immunization records (documentation).	
Items required for clearance:			
Clearance		Status	Details
**Immunization Records	Update	Not Compliant	No Data 🚯
*Measles	Update	Not Compliant	No Data
*Mumps	Update	Not Compliant	No Data 🚯
*Rubella	Update	Not Compliant	No Data 🚯
*Tetanus-Diphtheria /Tdap	Update	Not Compliant	No Data 🕄
Additional items NOT required for c	learance:		
Clearance		Status	Details
*COVID Vaccines	Update	Not Compliant	No Data 🔁

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#### Please allow 7 days for immunizations to be reviewed.

Check back at that time to see if the immunization requirement is "Satisfied" or if there is a message in your portal.

- If information/vaccines are missing or out of date, contact will be made through the portal messages.
  - Click on "Messages" on the left side menu or "Send or Read a Secure Message" on the right side of the screen to view messages.

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Home	me for S
Profile You las	st logged in: 4/8/2024 12:48 PM 😁 Log Out
Immunizations Requirements & Forms Not Satisfied	
Health History	Check in or Schedule an Appointment
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Survey Forms	Receive test results and exchange secure messages with organization staff
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