How to Enter and Upload Documents in the Student Health Portal

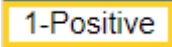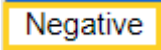| Step	Action
1.	Click the **My Forms** button.
2.	Click the **Student Health** button. ⊞ Student Health
3.	Click the **Down** button of the scrollbar. ▾
4.	*****NOTICE***** *For purposes of this document, the information entered by the user is for <u>example purposes</u> <u>only</u>. When entering information into the Production (PRD) database, each user will enter his/her <u>personal</u> health information.*
5.	You will enter the required information for each immunization. The ***Date** can be entered directly into the field, or you can search for it using the **Calendar** button. Enter the desired information into the **Varicella Titer *Date** field. Enter a valid value e.g. "**091503**".
6.	Click the button to the right of the ***Status** field. Students will have the option of selecting the *Status to be either **1-Positive**, **2-Negative**, or **3-Borderline**. ⌄
7.	Click the **2-Negative** list item. 2-Negative
8.	Notice the system has automatically adjusted the ***Date** format. Enter the desired information into the ***Test Results** field. Enter a valid value e.g. "**135**".
9.	If a student has a **Negative Titer Status**, additional immunization is required. Notice the system automatically displays sections for repeated vaccine information.
10.	Enter the desired information into the **Repeated varicella vaccine #1 *Date** field. Enter "**102607**".
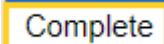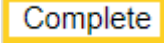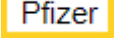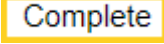
Job Aid

Step	Action
11.	Click the button to the right of the **Repeated varicella vaccine #1 *Status** field. Students will have the option of selecting the *Status to be either **Complete** or **In Progress**. [⌄]
12.	Click the **Complete** list item. [Complete]
13.	Enter the desired information into the **Repeated varicella vaccine #2 *Date** field. Enter "**050923**".
14.	Click the button to the right of the ***Status** field. Students will have the option of selecting the *Status to be either **Complete** or **In Progress**. [⌄]
15.	Click the **Complete** list item. [Complete]
16.	Click the **Down** button of the scrollbar. [▾]
17.	Enter the desired information into the **Measles Titer *Date** field. Enter a valid value e.g. "**091503**".
18.	Click the ***Status** list. Students will have the option of selecting the *Status to be either **1-Positive**, **2-Negative**, or **3-Borderline**. [⌄]
19.	Notice that the *Date formats have changed when the drop-down button is selected. Click the **1-Positive** list item. [1-Positive]
20.	Enter the desired information into the ***Test Results** field. Enter a valid value e.g. "**78.9**".
21.	Enter the desired information into the **Mumps Titer *Date** field. Enter a valid value e.g. "**091506**".

Step	Action
22.	Click the button to the right of the ***Status** field. Students will have the option of selecting the *Status* to be either **1-Positive**, **2-Negative**, or **3-Borderline**. [∨]
23.	Click the **1-Positive** list item. [1-Positive]
24.	Enter the desired information into the ***Test Results** field. Enter "**33.9**".
25.	Enter the desired information into the **Rubella*Date** field. Enter a valid value e.g. "**050523**".
26.	Click the button to the right of the ***Status** field. Students will have the option of selecting the *Status to be either **1-Positive**, **2-Negative**, or **3-Borderline**. [∨]
27.	Click the **1-Positive** list item. [1-Positive]
28.	Enter the desired information into the ***Test Results** field. Enter a valid value e.g. "**1.57**".
29.	Enter the desired information into the **Hepatitis B Surface Antibody, Quantitative Titer *Date** field. Enter a valid value e.g. "**050523**".
30.	Click the button to the right of the ***Status** field. Students will have the option of selecting the *Status* to be either **1-Positive**, **2-Negative**, or **3-Borderline**. [∨]
31.	Click the **1-Positive** list item. [1-Positive]
32.	Enter the desired information into the ***Test Results** field. Enter a valid value e.g. "**3.4**".
33.	Click the **Next** button. [Next]
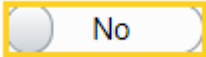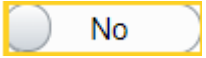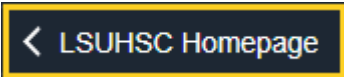
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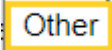| Step	Action
34.	Click the button to the right of the **Tuberculin Skin Test *Test Option** field. Students will have the option of selecting the *Test Option* to be either **Quantiferon**, **T-Spot**, or **Tuberculin Skin Test** ˅
35.	Click the **Tuberculin Skin Test** list item. Tuberculin Skin Test
36.	Enter the desired information into the ***Date** field. Enter a valid value e.g. "**050223**".
37.	Click the button to the right of the ***Status** field. Students will have the option of selecting the *Status* to be either **Negative** or **Positive**. ˅
38.	Click the **Negative** list item. Negative
39.	*NOTE: A Negative Test Status for the Tuberculin/ T-Spot/ Quantiferon Test does <u>not</u> require additional immunization. However, if a student has a <u>Positive</u> <u>TB</u> result, a form <u>must</u> be <u>completed</u> and <u>signed</u> by a screening <u>Practitioner</u> and includes his/her <u>treatment plan</u>.*
40.	Enter the desired information into the **Size (mm)** field. Enter "**1**". *NOTE: Users will receive an error message is the Size (mm) is zero (0). A number other than zero must be entered.*
41.	Click the **Down** button of the scrollbar. ▾
42.	Enter the desired information into the **Tetanus/Diphtheria with Pertussis *Date** field. Enter a valid value e.g. "**050923**".
43.	Click the button to the right of the **Status** field. ˅
44.	Click the **Complete** list item. Complete
45.	Enter the desired information into the **Flu Vaccine *Date** field. Enter a valid value e.g. "**121720**".

Step	Action
46.	Students will have the option of selecting the *Status to be either **Complete**, **Exemption**, or **No Patient Contact**. Click the button to the right of the ***Status** field. ⌄
47.	Click the **Complete** list item. Complete
48.	Enter the desired information into the **Meningitis Vaccine *Date** field. Enter a valid value e.g. "**092518**".
49.	Click the button to the right of the ***Status** field. Students will have the option of selecting the *Status to be either **Complete** or **Waiver Requester** ⌄
50.	Click the **Complete** list item. Complete
51.	Click the **Down** button of the scrollbar. ▾
52.	Click the button to the right of the **COVID Vaccine 1 *Manufacturer** field. Students will have the option of selecting the *Manufacturer to be either **JJ**, **Moderna**, or **Pfizer**. ⌄
53.	Click the **Pfizer** list item. Pfizer
54.	Enter the desired information into the ***Date** field. Enter a valid value e.g. "**101722**".
55.	Click the button to the right of the ***Status** field. Students will have the option of selecting the *Manufacturer to be either **Complete**, or **Exemption Requested**. ⌄
56.	Click the **Complete** list item. Complete

Job Aid

Step	Action
57.	Click the **Down** button of the scrollbar.
58.	*NOTE: Students need to upload a copy of their Immunization History and Lab Work form completed by a <u>Health Care Provider</u> and proof of <u>all</u> <u>blood work</u> and <u>titers</u>.* Click the **Upload** button. Upload
59.	Click the **Choose From My Device** button.
60.	Click on the icon where <u>your</u> file is located. Click the **Desktop** button. Desktop
61.	Students will select the file that contains immunization information and other health data. Click the **SampleDocImmunizationHealthTestwValue1172023** link. SampleDocImmunnizationHealthTestwValue1172023
62.	Click the **Open** button. Open
63.	The file displays on the File Attachment panel. Click in the **Upload** field. Upload
64.	Click the **Done** button. Done
65.	A **Description** must be added for your file attachment. Click the button to the right of the **Description** field.
66.	Select the item that *most accurately* describes the information in the file <u>you</u> attached. Click the **Other** list item. Other

Step	Action
67.	Click the **Line 1 No** option to change option to **Yes**.
68.	Click the **Line 2 No** option to change option to **Yes**.
69.	Click the **Submit** button.
70.	The **Report/Change : Result** page displays showing the form has been submitted and the acknowledgement of Action Items.
	Click the **LSUHSC Homepage** button.
71.	This completes *How to Upload Documents to Your Student Health Record*. **End of Procedure.**