

## Portal Instructions

1. Log into the portal at: [health.uoregon.edu/myUOHealth](http://health.uoregon.edu/myUOHealth) and click on **myUOHealth** Portal.
2. Username is your Duck ID (email) xxx@uoregon.edu and password.
3. Click on **Immunizations** tab.
4. Click on **Required for ALL Students** bar. Enter the dates from your record of all the required vaccines. You can enter the date as (example) 02/10/1999 instead of searching the calendar for year, month, day.
5. Once you have entered your immunization information click **Submit**. A pop up will appear to remind you to upload your proof of vaccines (immunization record) under the **Upload** tab.

### AND/OR

6. Click on **Alternates to Requirements** bar to enter history of disease date or Titer (blood test) results or date(s) of individual Measles, Mumps, and Rubella vaccine dates.
7. Once you have entered your Alternates information click **Submit**. A pop up will appear to remind you to upload your documentation of history of disease or Titer results.
8. **REQUIRED** - Click on **Upload** tab at the top on the right to upload an image of your immunization record.
9. Choose document you are uploading from the pull down menu. "Immunization Record" or "Immunization Titer Results" depending on your documentation.
10. Select your file and then click **Upload**. Once you've successfully uploaded your file, you will see the file listed under "Documents already on file." You can view this document at any time.
11. Finally, click on the **Forms** tab and complete all the \*Required Forms including the "**Tuberculosis (TB) Screening Questionnaire**".
12. Be sure to \*Log Out\* of your session by clicking the Red X in the upper right corner by your name.
13. You will be sent an email or secure message of verification or if we are needing additional information within 2 - 3 days of submitting your information.

Health Center website: [health.uoregon.edu](http://health.uoregon.edu)

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