**UNG IMMUNIZATION REQUIREMENT SUBMISSION INSTRUCTIONS**

Immunization information is submitted electronically via the
[Student Health Services Patient Portal](#)
When logging into the patient portal for the first time, students will need to register their account.

How to Upload Your Immunization Records

1. Prepare your immunization records by having your healthcare provider complete the **Certificate of Immunization**. You may also submit your state's **Department of Public Health Certificate of Immunization** if all required immunizations are present with no exemptions (for Georgia this is Form 3231).

2. Scan the completed immunization forms so they are in a digital format. (gif, jpg, png, pdf)

   o How to scan documents using your [iPhone](#) or [Android](#)

3. Log in to the [Student Health Services Patient Portal](#).

4. Click on *Required Immunizations and Forms*.
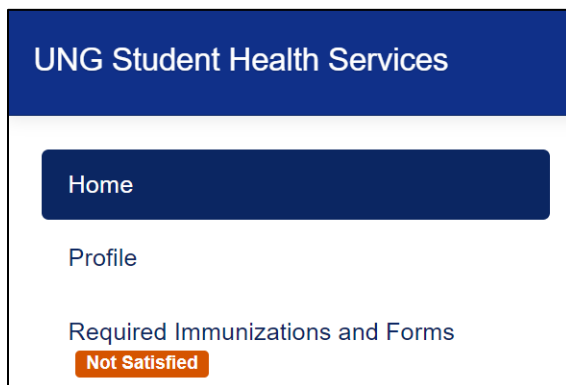
5. Upload your immunization forms by clicking on the green *Update* button next to Immunization Records.

Immunization Records	Update	❌ Not Compliant

6. Select the file from your device and upload. Remember to click *Save*.

Immunization Record   ✕

Immunization Record **Upload Needed**

- Upload a readable immunization record with your full name and date of birth on each page.
- Accepted upload formats in Portrait mode are: gif, jpg, png, pdf.
- Filenames can not contain special characters

Download   **Upload Received 10/8/2024 10:30 AM**

Preview   Download   Show Uploaded Document

Status: Upload Required

Additional Uploads

Upload

Cancel   Save

7. Enter the immunization dates for each of the required vaccines by clicking on its corresponding green *Update* button. **This must be done for each vaccine.**

Measles	Update	❌ Not Compliant	Awaiting Review ⓘ

8. Once you upload a document, the status in the *Details* column will change from "No Data" to "Awaiting Review."

Immunization Records	Update	❌ Not Compliant	No Data ⓘ
Measles	Update	❌ Not Compliant	Awaiting Review ⓘ

9. Once your records have been verified by SHS staff, *Status* will change to "Compliant" and *Details* to "Satisfied."

Immunization Records	Update	✓ Compliant	Satisfied ⓘ

10. Your *Overall Clearance Status*, located above the list of requirements, will change to "Satisfied" once all records have been verified.

Overall Clearance Status: ✅ Satisfied

Process Overview

Items required for clearance:

Clearance

Consent for Treatment	Update
Notice of Privacy Practices	Update
Student Information Release	Update
Health History	Update

Optional: Submit Student Health Services forms.
(Consent for Treatment, Notice of Privacy Practices, Student Information Release, and Health History)

Immunization Records	Update

Submit your immunization record.
(Certificate of Immunization or Department of Public Health Certificate of Immunization)

Measles	Update
Mumps	Update
Pertussis (Tdap)	Update
Rubella	Update
Tetanus-Diphtheria	Update

Submit the dates for each vaccine.