



How to Enter and Upload Documents in the Student Health Portal

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Training Guide
the Student Health Portal

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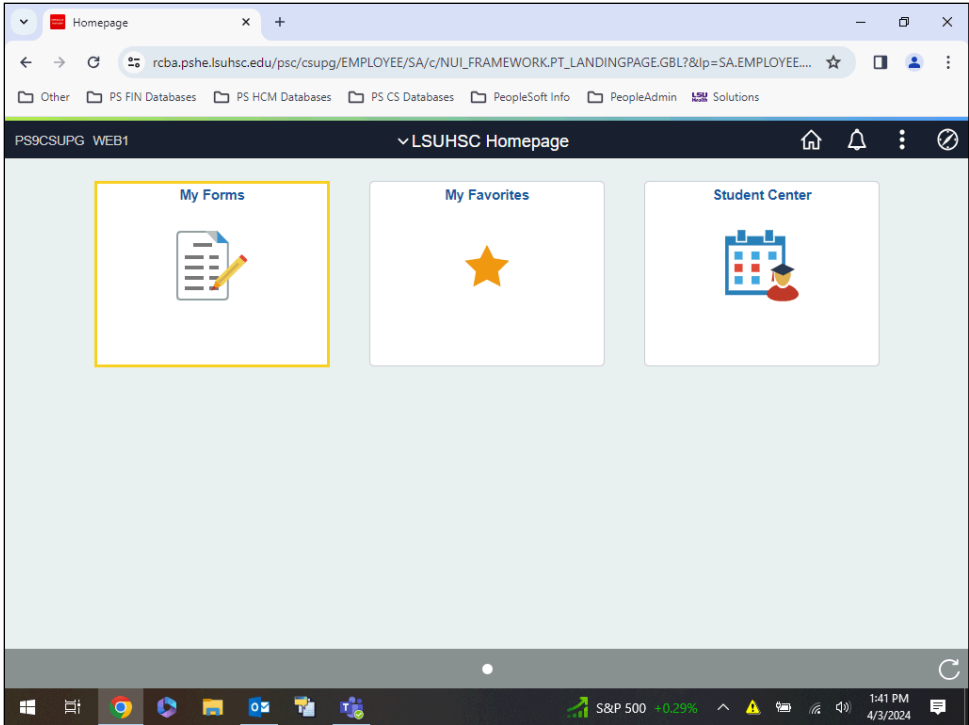
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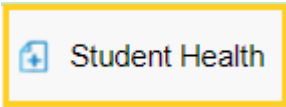

How to Enter and Upload Documents in the Student Health Portal

How to Enter and Upload Documents in the Student Health Portal

Procedure

In this topic you will learn how to [How to Upload Documents to Your Student Health Record](#).

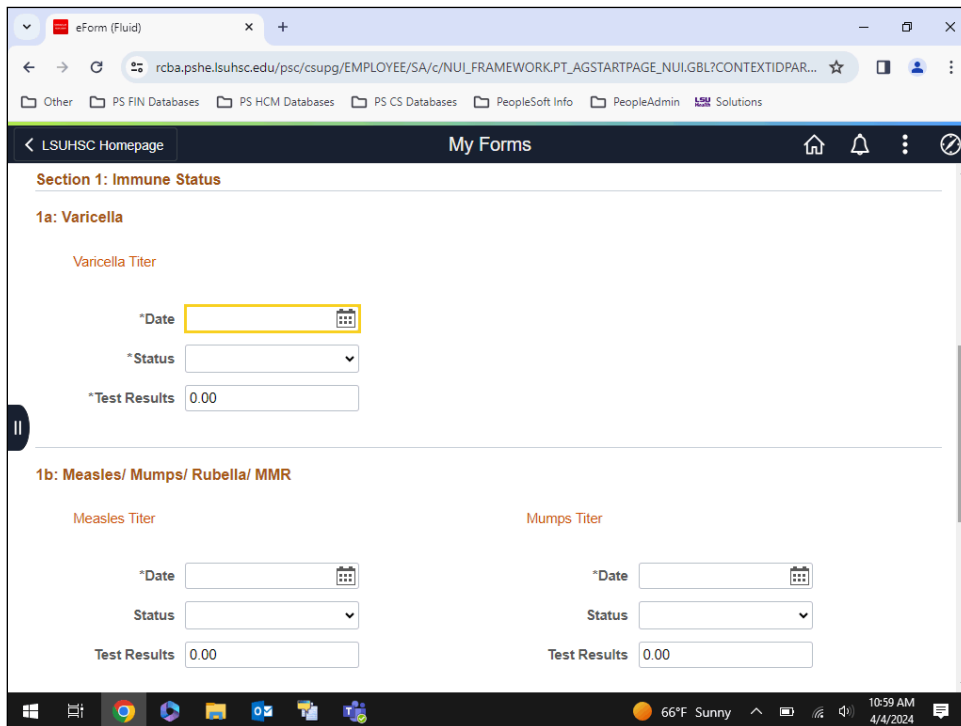



Step	Action
1.	Click the My Forms button.
2.	Click the Student Health button. <div style="text-align: center;">  </div>
3.	Click the Down button of the scrollbar. <div style="text-align: center;">  </div>

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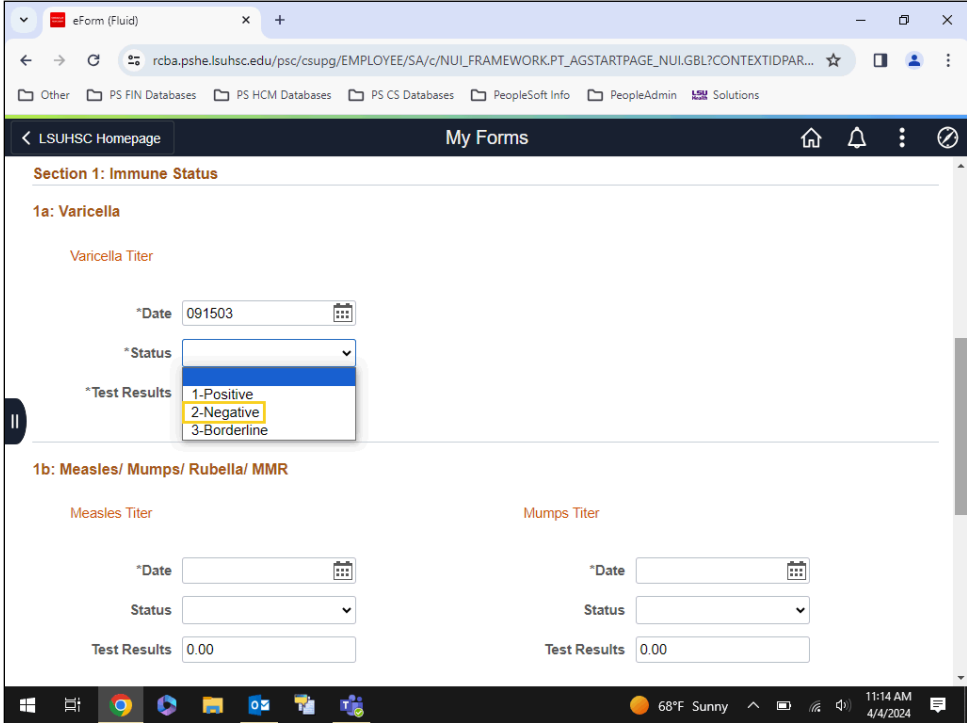
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Step	Action
4.	<p style="text-align: center;">*****NOTICE*****</p> <p><i>For purposes of this document, the information entered by the user is for <u>example purposes only</u>. When entering information into the Production (PRD) database, each user will enter his/her <u>personal</u> health information.</i></p>



Step	Action
5.	<p>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.</p> <p>Enter the desired information into the Varicella Titer *Date field. Enter "091503".</p>
6.	<p>Click the button to the right of the *Status field.</p> <p>Students will have the option of selecting the *Status to be either 1-Positive, 2-Negative, or 3-Borderline.</p> 

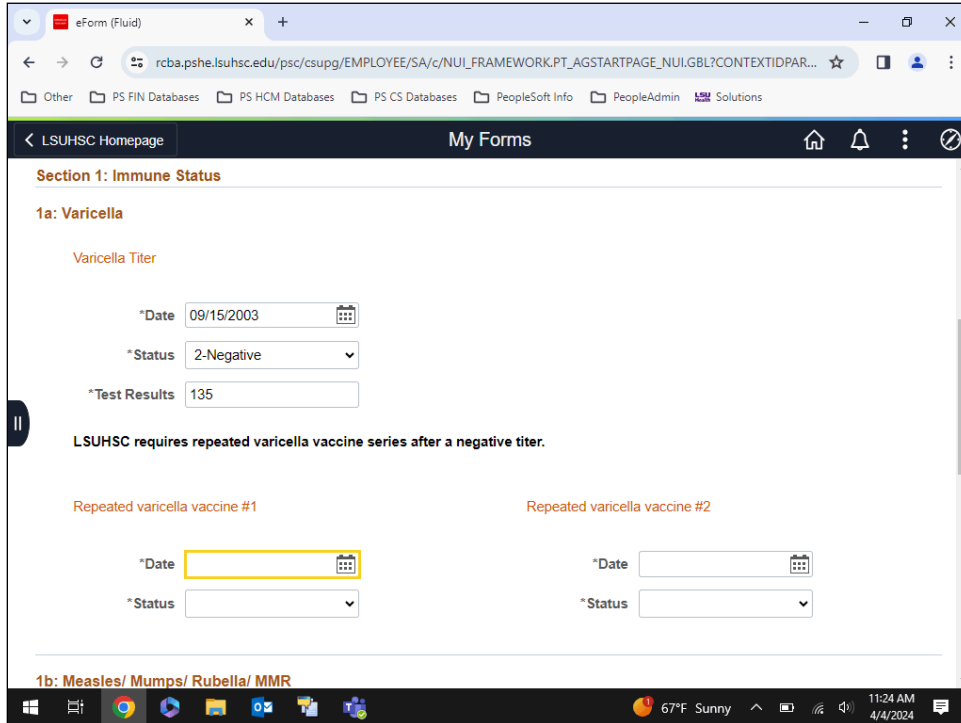
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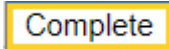

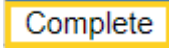


Step	Action
7.	Click the 2-Negative list item. 2-Negative
8.	Notice the system has automatically adjusted the *Date format. Enter the desired information into the *Test Results field. Enter " 135 ".
9.	If a student has a Negative Titer Status , additional immunization is required. Notice the system automatically displays sections for repeated vaccine information.


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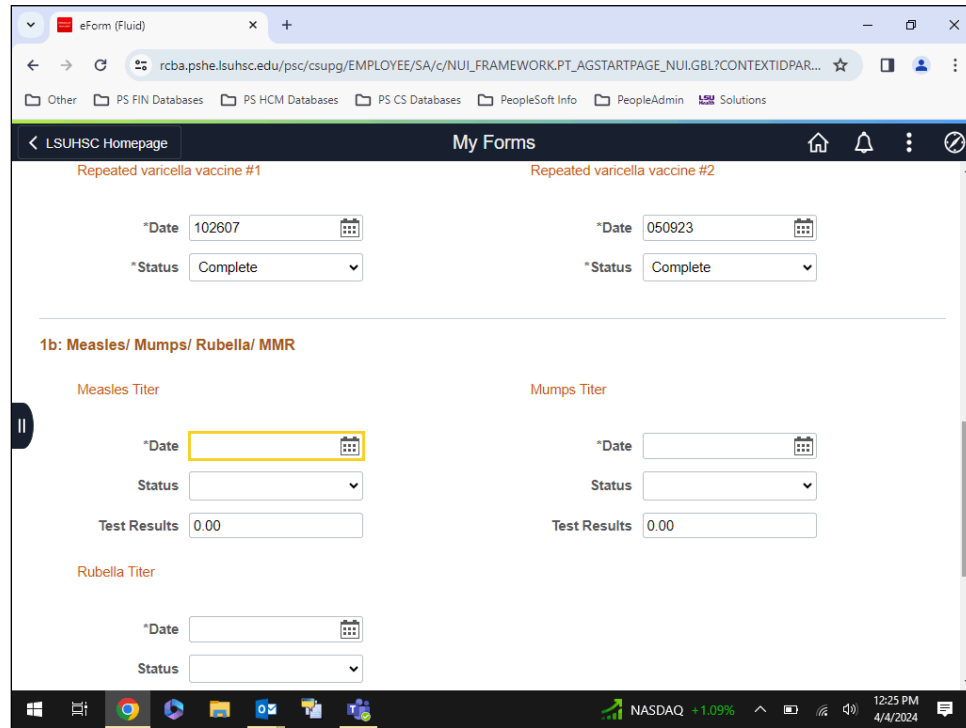
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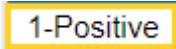


Step	Action
10.	Enter the desired information into the Repeated varicella vaccine #1 *Date field. Enter " 102607 ".
11.	Click the button to the right of the Repeated varicella vaccine #1 *Status field. Students will have the option of selecting the <i>*Status</i> to be either Complete or In Progress . 
12.	Click the Complete list item. 
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 <i>*Status</i> to be either Complete or In Progress . 
15.	Click the Complete list item. 


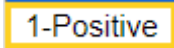
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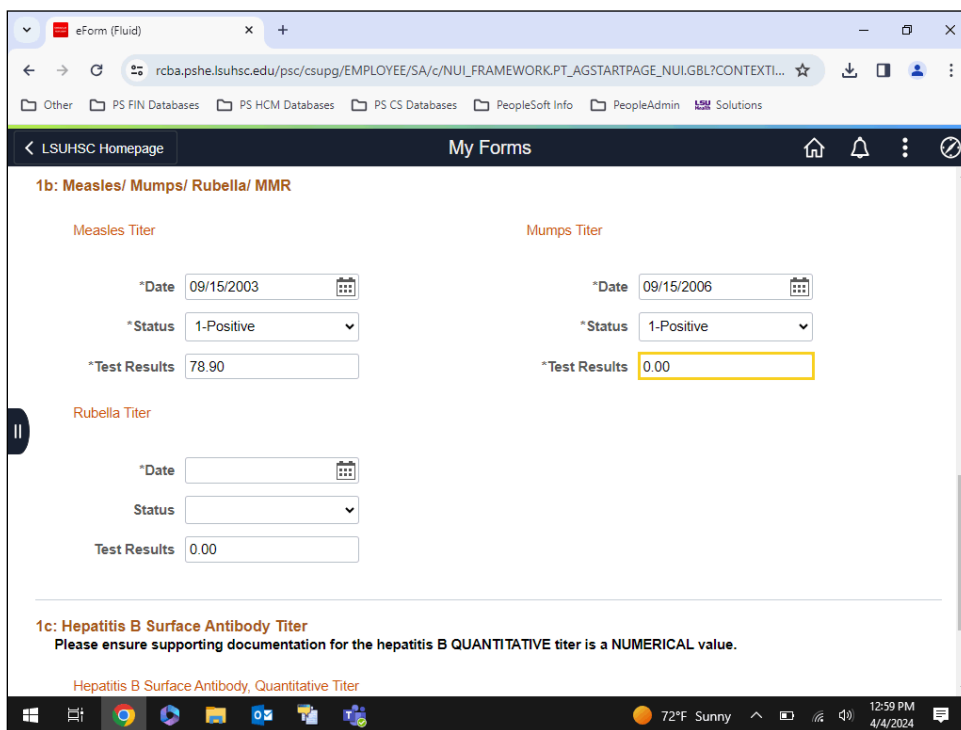
Step	Action
16.	Click the Down button of the scrollbar. 



Step	Action
17.	Enter the desired information into the Measles Titer *Date field. Enter " 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. 
20.	Enter the desired information into the *Test Results field. Enter " 78.9 ".
21.	Enter the desired information into the Mumps Titer *Date field. Enter " 091506 ".

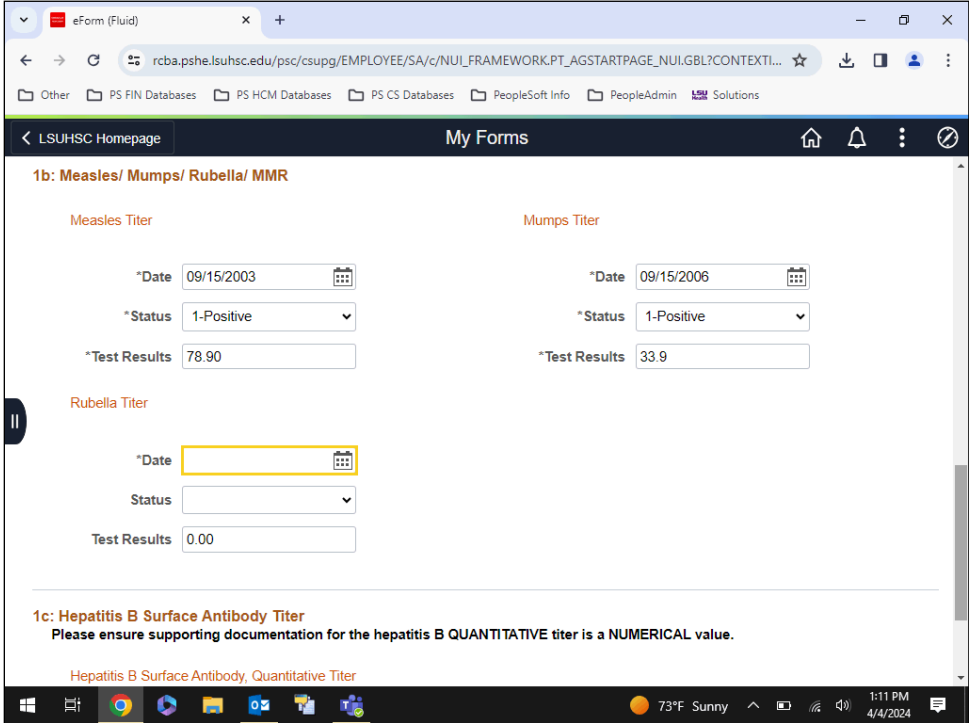
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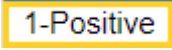
Step	Action
22.	<p>Click the button to the right of the *Status field.</p> <p>Students will have the option of selecting the <i>Status</i> to be either 1-Positive, 2-Negative, or 3-Borderline.</p> 
23.	<p>Click the 1-Positive list item.</p> 



Step	Action
24.	Enter the desired information into the *Test Results field. Enter " 33.9 ".




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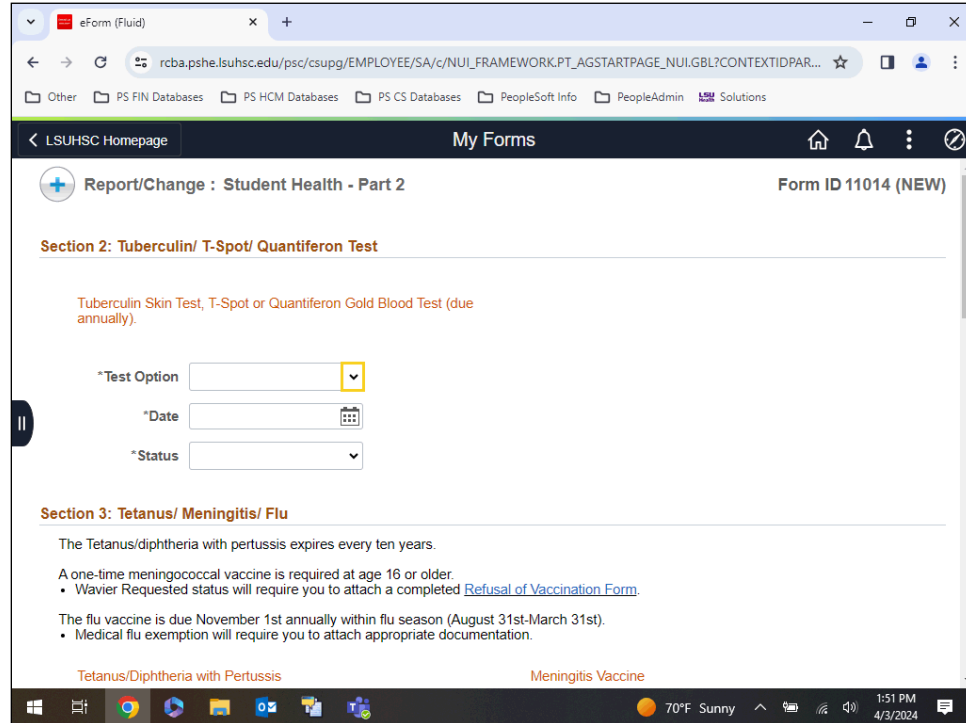
Step	Action
25.	Enter the desired information into the Rubella*Date field. Enter " 050523 ".
26.	Click the button to the right of the *Status field. Students will have the option of selecting the *Status to be either 1-Positive , 2-Negative , or 3-Borderline . 
27.	Click the 1-Positive list item. 
28.	Enter the desired information into the *Test Results field. Enter " 1.57 ".




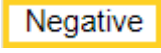
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Step	Action
29.	Enter the desired information into the Hepatitis B Surface Antibody, Quantitative Titer *Date field. Enter " 050523 ".
30.	Click the button to the right of the *Status field. Students will have the option of selecting the <i>Status</i> to be either 1-Positive , 2-Negative , or 3-Borderline . 
31.	Click the 1-Positive list item. 
32.	Enter the desired information into the *Test Results field. Enter " 3.4 ".
33.	Click the Next button. 

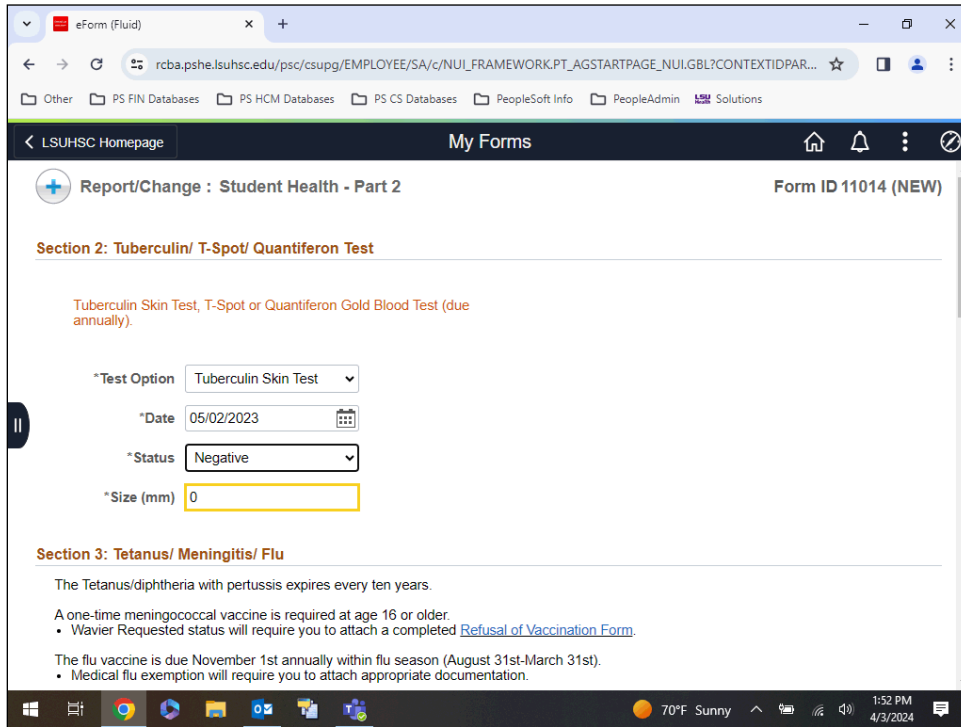
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Step	Action
34.	Click the button to the right of the Tuberculin Skin Test *Test Option field. Students will have the option of selecting the *Test Option to be either Quantiferon, T-Spot, or Tuberculin Skin Test 
35.	Click the Tuberculin Skin Test list item. 
36.	Enter the desired information into the *Date field. Enter " 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. 
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 TB</u> result, a form <u>must be completed and signed</u> by a screening <u>Practitioner</u> and includes his/her <u>treatment plan</u>.

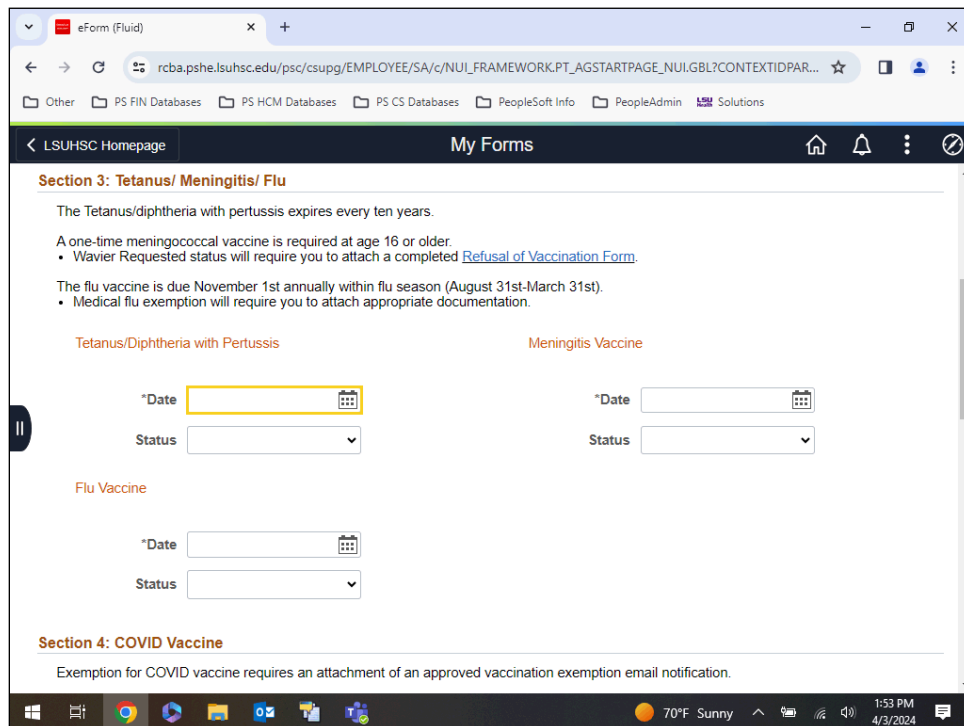
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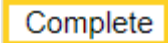
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Step	Action
40.	Enter the desired information into the Size (mm) field. Enter " 1 ". <i>NOTE: Users will receive an error message is the Size (mm) is zero (0). A number other than zero must be entered.</i>
41.	Click the Down button of the scrollbar. 


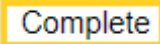

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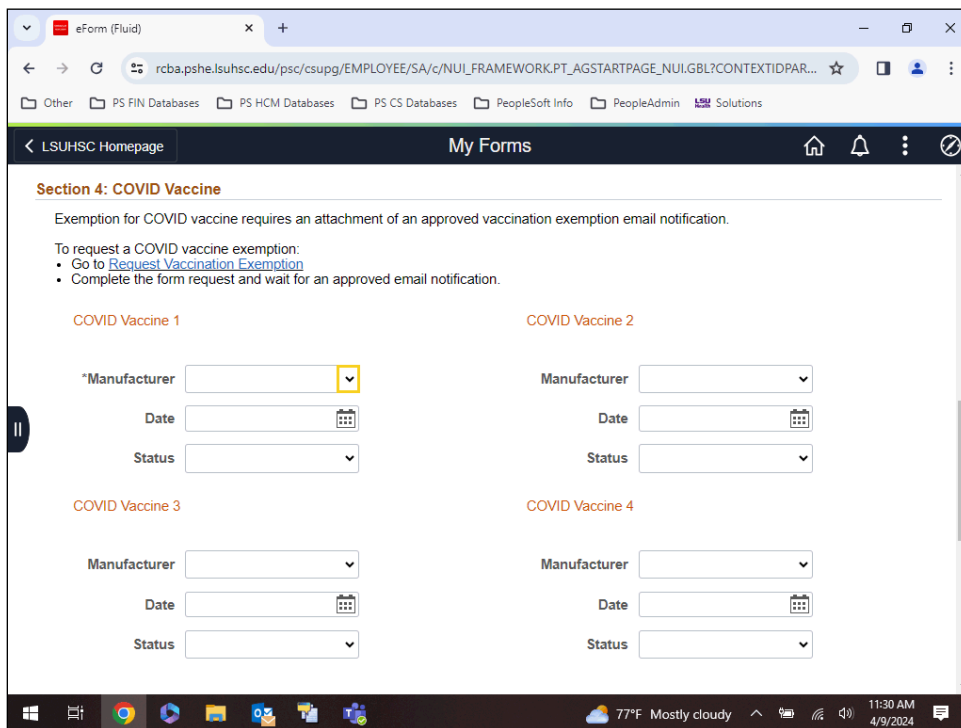



Step	Action
42.	Enter the desired information into the Tetanus/Diphtheria with Pertussis *Date field. Enter " 050923 ".
43.	Click the button to the right of the Status field. 
44.	Click the Complete list item. 
45.	Enter the desired information into the Flu Vaccine *Date field. Enter " 121720 ".
46.	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. 
48.	Enter the desired information into the Meningitis Vaccine *Date field. Enter " 092518 ".

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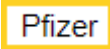

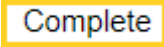

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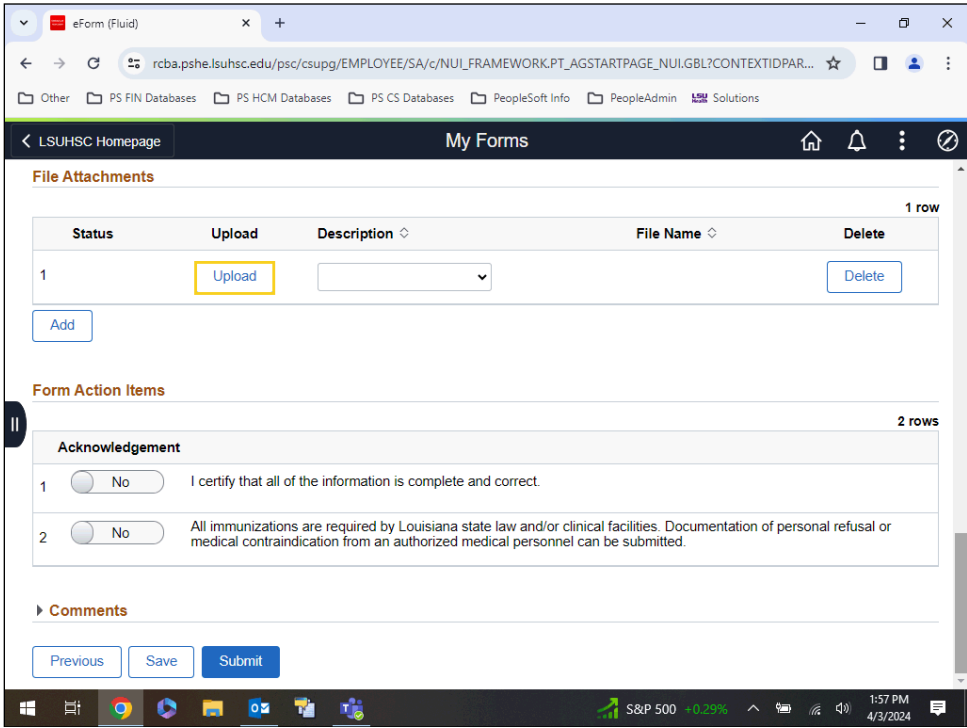
Step	Action
49.	<p>Click the button to the right of the *Status field.</p> <p>Students will have the option of selecting the <i>*Status</i> to be either Complete or Waiver Requester</p> 
50.	<p>Click the Complete list item.</p> 
51.	<p>Click the Down button of the scrollbar.</p> 



Step	Action
52.	<p>Click the button to the right of the COVID Vaccine 1 *Manufacturer field.</p> <p>Students will have the option of selecting the <i>*Manufacturer</i> to be either JJ, Moderna, or Pfizer.</p> 


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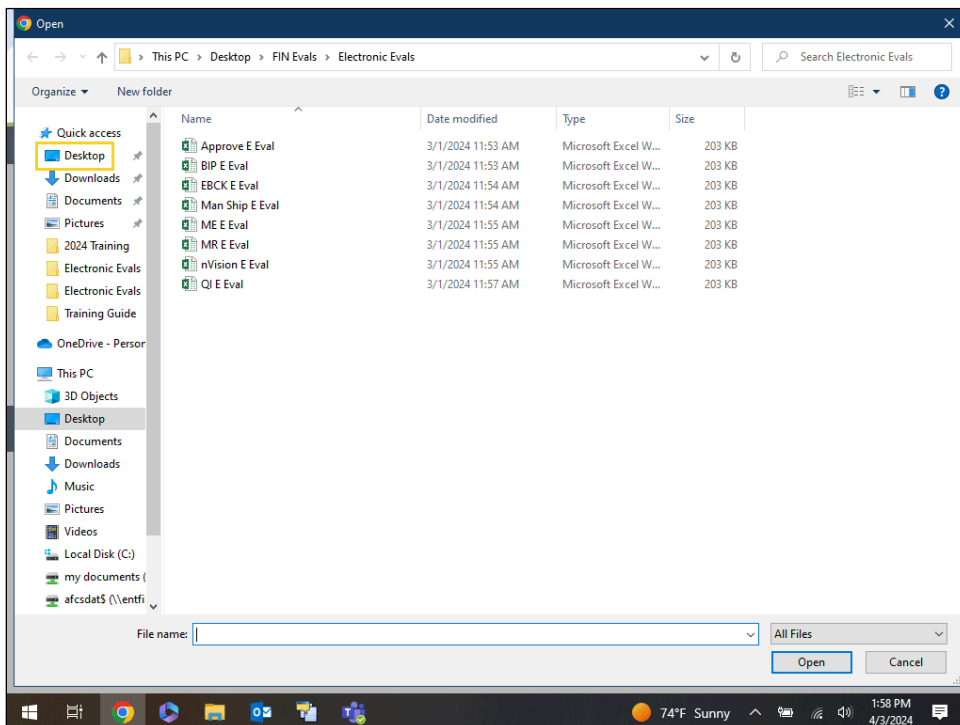
Step	Action
53.	Click the Pfizer list item. 
54.	Enter the desired information into the *Date field. Enter " 101722 ".
55.	Click the button to the right of the *Status field. Students will have the option of selecting the <i>*Manufacturer</i> to be either Complete , or Exemption Requested . 
56.	Click the Complete list item. 
57.	Click the Down button of the scrollbar. 

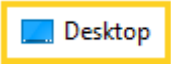


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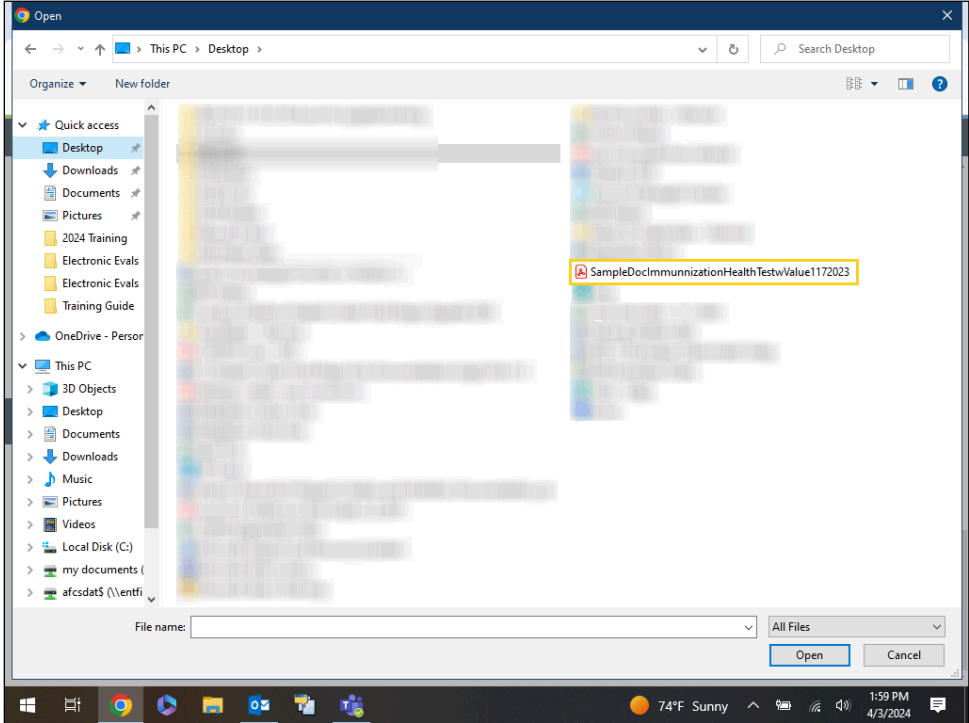
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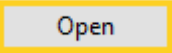
Step	Action
58.	<p>NOTE: Students need to upload a copy of their Immunization History and Lab Work form completed by a <u>Health Care Provider</u> and proof of <u>all blood work and titers</u>.</p> <p>Click the Upload button.</p> 
59.	Click the Choose From My Device button.



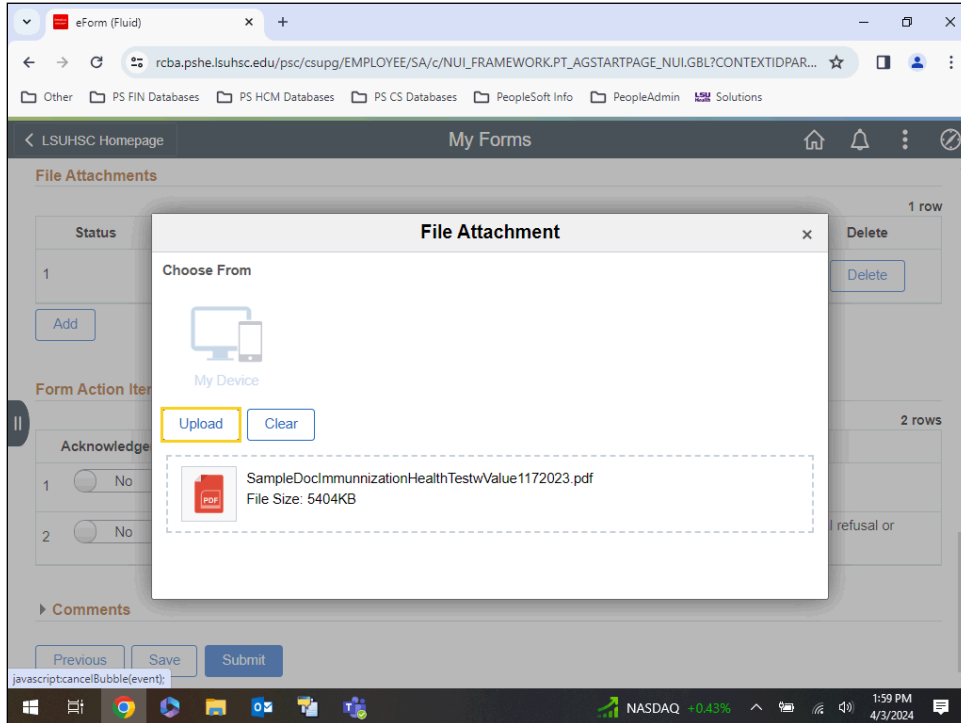
Step	Action
60.	<p>Click on the icon where <u>your</u> file is located.</p> <p>Click the Desktop button.</p> 


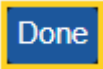

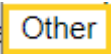
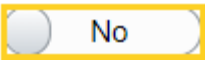
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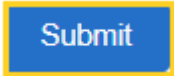
Step	Action
61.	<p>Students will select the file that contains immunization information and other health data.</p> <p>Click the SampleDocImmunnizationHealthTestwValue1172023 link.</p> 
62.	<p>Click the Open button.</p> 

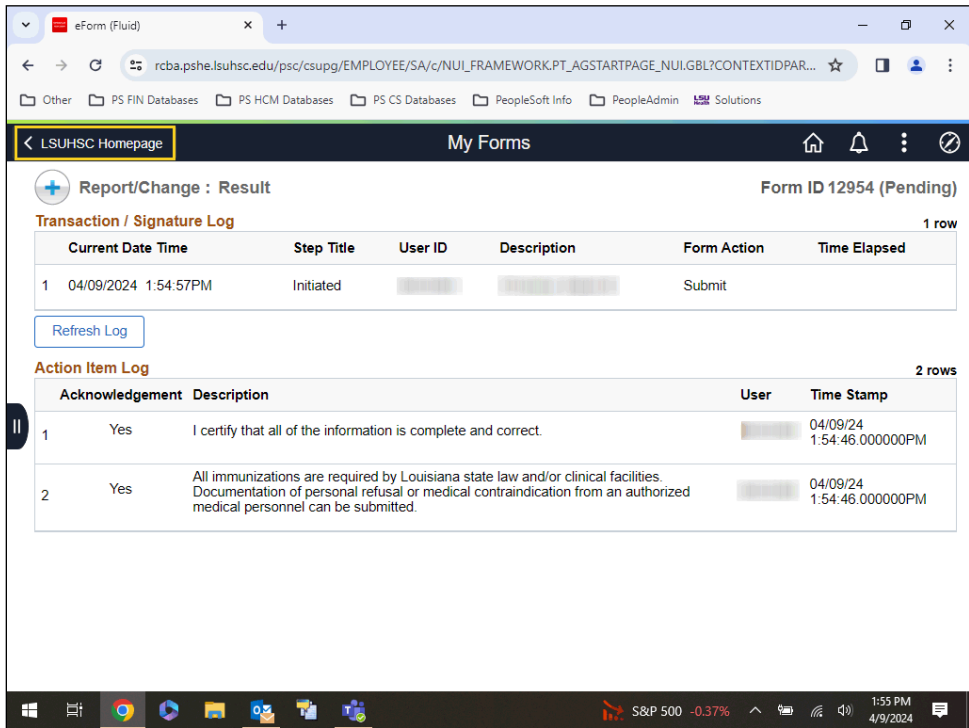
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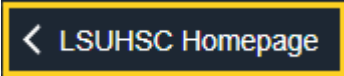


Step	Action
63.	<p>The file is displayed on the File Attachment panel.</p> <p>Click in the Upload field.</p> 
64.	<p>Click the Done button.</p> 
65.	<p>A Description must be added for your file attachment.</p> <p>Click the button to the right of the Description field.</p> 
66.	<p>Select the item that <i>most accurately</i> describes the information in the file <u>you</u> attached.</p> <p>Click the Other list item.</p> 
67.	<p>Click the Line 1 No option to change option to Yes.</p> 

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Step	Action
68.	Click the Line 2 No option to change option to Yes . 
69.	Click the Submit button. 

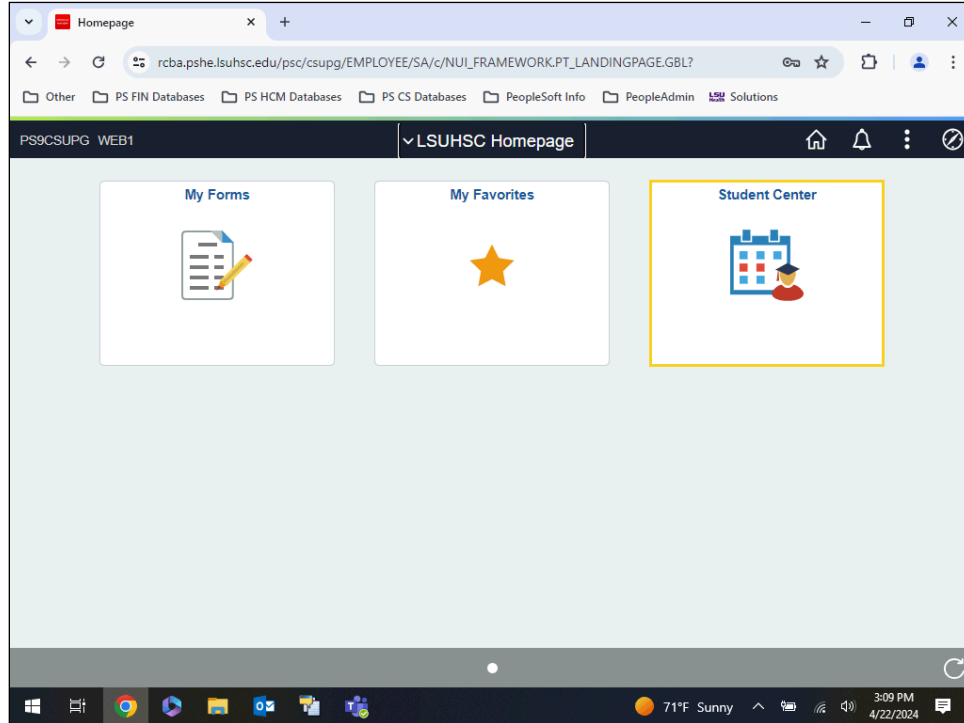





Step	Action
70.	The Report/Change : Result page displays showing the form has been submitted and the acknowledgement of Action Items. Click the LSUHSC Homepage button. 
71.	This completes <i>How to Upload Documents to Your Student Health Record</i> . End of Procedure.

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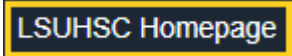
View the Student Center Health Record Procedure

In this topic you will learn how to **View the Student Center Health Record**.



Step	Action
1.	Students can view a summary of the information entered on the <i>Report/Change : Student Health</i> form on the <i>Student Center Health Record</i> . Click the Student Center button.
2.	The <i>Health Record</i> is located under the Personal Information section. Click the Down button of the scrollbar. 
3.	Click the Health Record link. 
4.	The Student Immunization / Health Record displays. It is a summary of the information entered on the <i>Report/Change : Student Health</i> form. Click the ZZ_HLTH_REC.pdf (SECURED) "X" to close the tab. 

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Step	Action
5.	Click the LSUHSC Homepage button. 
6.	This completes <i>View the Student Center Health Record</i> . End of Procedure.