

Welcome to the Student Health Portal

1. **Sign-In Screen:** The Student Health portal requires you to log in using your SMU username and password at the top of login page:

LOG IN HERE 



Welcome to the Student Health Portal

You may login using your Samuel Merritt University UserName and Password. Once logged in you will have access to online services such as:

- Enter vaccines records, TB test, physical exam, and lab results
- Upload all supporting health documents including: health history forms, physical exam form, labs, vaccines, and TB screening records
- View scheduled appointments
- Secure communication with SHAC administrative staff

We are committed to protecting your personal information. Data that you provide cannot be viewed by anyone else on the Web and is securely maintained by industry standard SSL (secure socket layer) encryption and decryption technology when needed.

Note: Students must have paid the tuition deposit in order to access STUDENT HEALTH PORTAL.

Preferred browsers: Google Chrome or Mozilla Firefox (May not be compatible with Internet Explorer)

*If you have any difficulty with this process, please call SHAC at (510) 869-6629

2. **Welcome Page:** Please read the instructions. Note the To Do List and Upcoming Appointments below:

[Home](#) [Immunization](#) [Messages](#) [Upload](#)

Welcome to Samuel Merritt University
STUDENT HEALTH PORTAL

Step 1: Review all SMU health requirements under the tab: "Immunization" "Enter Dates".
Step 2: Enter dates for all required vaccines and health requirements on "Immunization" "Enter Dates" tab.
Data entry boxes are located below the SMU health requirements list.
Step 3: After all the dates have been entered, go to "Upload" tab and upload all your supporting documents.
Step 4: Review your entries by going to the "Immunization" "View History" tab.

**Note: If you have uploaded immunization records for more than one week and they are still reported as 'not verified' here on the Student Health Portal, please call SHAC at (510) 869-6629

To Do List

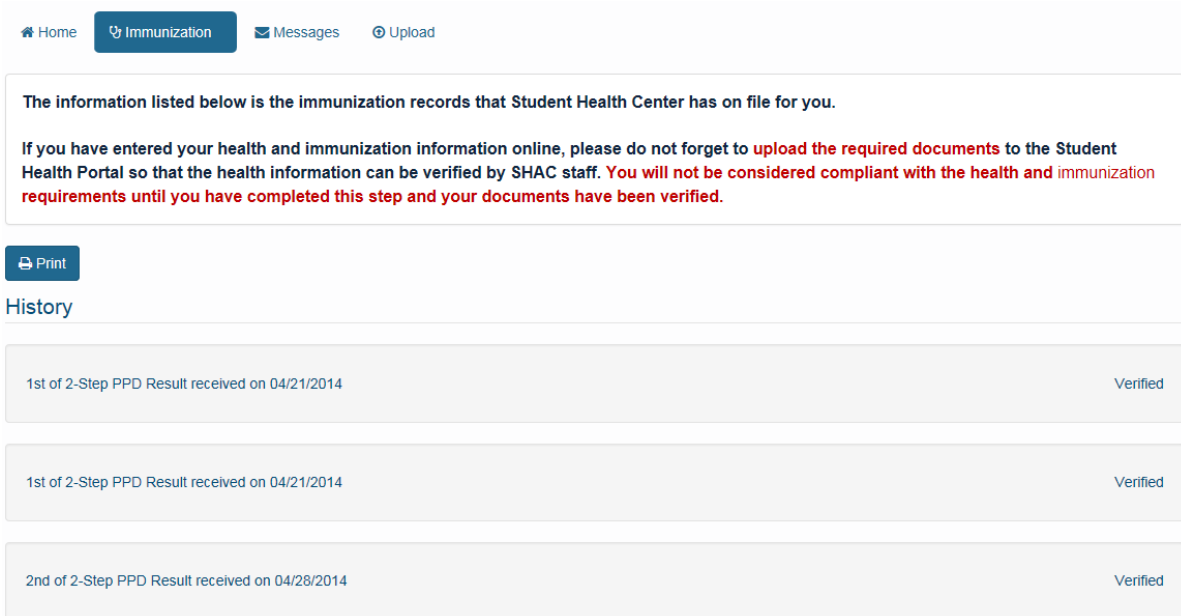
Upload

You have documents that need to be uploaded. Please click the Upload link to send us the documents.

Upcoming Appointments

Welcome to the Student Health Portal

3. **Immunizations: Select 'View History' for current status of all immunizations. Click the 'Print' button for a detailed printable report:**



The screenshot shows the 'Immunization' section of the Student Health Portal. At the top, there are navigation links for Home, Immunization, Messages, and Upload. Below this is a message box stating that the information listed is the immunization records on file for the user. A red warning message follows, advising users to upload required documents for verification. A 'Print' button is visible. The 'History' section lists three immunization records, each with a 'Verified' status.

Home Immunization Messages Upload

The information listed below is the immunization records that Student Health Center has on file for you.

If you have entered your health and immunization information online, please do not forget to **upload the required documents to the Student Health Portal** so that the health information can be verified by SHAC staff. **You will not be considered compliant with the health and immunization requirements until you have completed this step and your documents have been verified.**

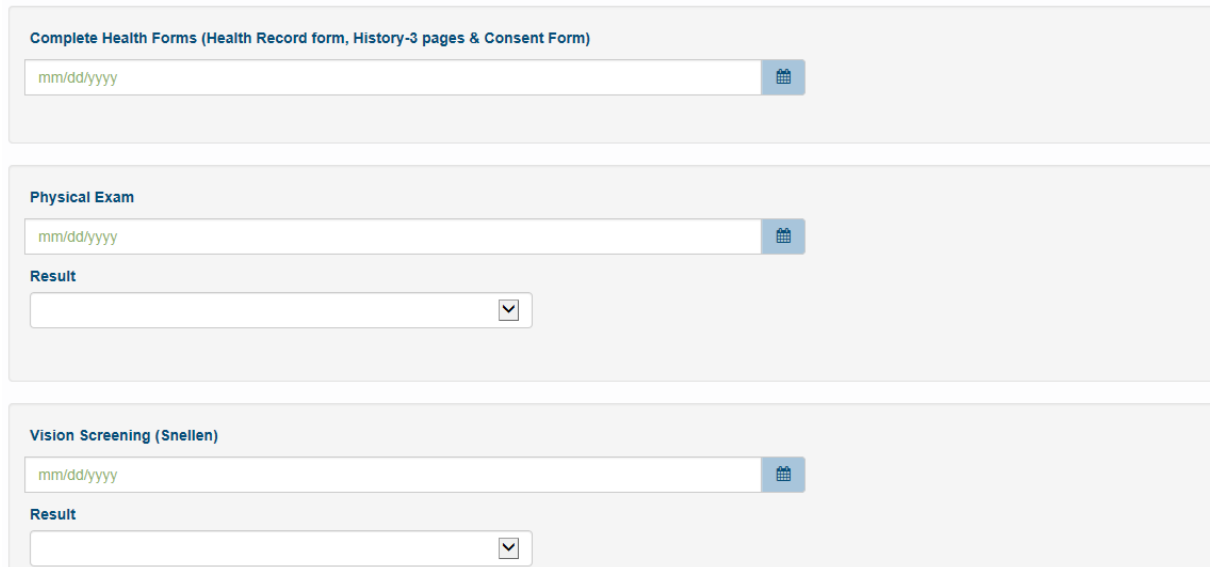
Print

History

1st of 2-Step PPD Result received on 04/21/2014	Verified
1st of 2-Step PPD Result received on 04/21/2014	Verified
2nd of 2-Step PPD Result received on 04/28/2014	Verified

From the immunizations menu, select 'Enter Dates' to submit dates and results of completed requirements. Read the instructions and scroll down. Carefully select the correct item from the list:

Health Forms, Physical Exam, Vision screenings



The screenshot shows the 'Enter Dates' form for health requirements. It includes three sections: 'Complete Health Forms (Health Record form, History-3 pages & Consent Form)', 'Physical Exam', and 'Vision Screening (Snellen)'. Each section has a date input field with a calendar icon and a 'Result' dropdown menu.

Complete Health Forms (Health Record form, History-3 pages & Consent Form)

mm/dd/yyyy

Physical Exam

mm/dd/yyyy

Result

Vision Screening (Snellen)

mm/dd/yyyy

Result

You may enter multiple requirements on this screen. When you are done entering dates and results, scroll to the bottom of the page and click 'Submit'.

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- 4. Messages:** Use secure messaging to ask questions related to your SMU health and immunization requirements. **DO NOT** use the secure messages to request an appointment or to ask medical related questions because this site is shared by our Admin staff. If you have any health related questions or concern, please schedule a medical appointment with our nurse practitioners at (510) 869-6629.
- 5. Upload:** Transmit medical documents securely to the Student Health and Counseling Office. Choose the document you are uploading, then select the file from your computer or mobile device:

Documents available to be uploaded:

01. Student Health Form & Health History Upload
02. Consent To Release Records Upload
03. Physical Exam & Vision Screening Upload
03. Vision Exam - Snellen Test Upload
04. Color Vision Testing Upload
05. CBC - Complete Blood Count Upload
06. UA - Urinalysis Upload
08. Flu Vaccine Upload
09. TDAP Vaccine Upload
10. Hepatitis B Vaccine Or Titer Upload
11. MMR Vaccine Or Titers Upload
12. Varicella Vaccine Or Titer Upload
13. PPD, IGRA Or Chest Xray And Annual Survey Upload

Choose document you are uploading:

09. TDAP Vaccine Upload



One Tdap vaccine within the past 10 years. Td cannot replace a Tdap vaccine

Select File

Once verified by Student Health and Counseling, the uploaded document will become part of your official health record.

- 6. Log Out:** To ensure the privacy of your information, please log out of the Student Health Portal when you have completed your work. Click on your name in the upper right portion of the screen and select 'Log Out':

User Information



Home Phone

Work Phone

Cell Phone

 Log Out

If you have any questions related to this web application, please contact Student Health and Counseling at (510) 869-6629.