How to Upload Immunizations from the Hamline University Student Portal:

Log into the Hamline Portal at [Hamline Counseling and Health Services Portal](#)

From the home screen, click "View My Immunization Requirements"

Once on the Immunization Requirements & Forms page, click "Update" for **Immunizations Records:

In the "Immunization Record" box, click "Upload" to upload a copy of your immunization records. Once successfully uploaded, click "Save"
- **Make sure your name and date of birth are part of the permanent record you are uploading and visible in the upload**
- If you have a paper copy, you can do this step on your phone and take a picture from your phone.
- Do **NOT** submit a screenshot of your records from an online medical records system (ex: MyChart) because your name and birth date are not visible on the screenshot.
  - If you have the option to "Print" from from the electronic health record, you can print it if it has your name and date of birth and then upload this copy.

Immunization Record

Immunization Record Upload Needed

Please use the upload button to submit your form.

Upload Received 12/5/2023 10:02 AM

Show Uploaded Document

Status: Upload Required

Additional Uploads

Upload

Acknowledged   (Acknowledged)...

Cancel   Save

Once immunization records have been uploaded, immunization dates need to be entered:
- Measles, Mumps, and Rubella or MMR vaccine is a 2 dose series
  - This needs to be 2 dates, usually given at age 1 and a second dose at age 5.
    - (This is not valid if given before 12 months of age)
  - Vaccine doses have to be separated by at least 28 days.
- Tetanus or Tdap (preferred):
  - This needs to be given within the last 10 years
    - If the last dose was given over 10 years ago, an updated dose will need to be done before submitting immunizations.

To enter dates for Measles, Mumps, and Rubella vaccines, click "Update" next to "*Measles".

A pop-up window for "Measles (rubeola)" will open

If there is a Measles, MMR, or MMRV vaccination, click "Add Immunizations"
- Enter the date of the vaccine (This will have to be done individually for both dates)
    - MMR = Measles-Mumps-Rubella
    - MMRV = Measles-Mumps-Rubella- Varicella
        - If entering MMR or MMRV dates, the dates do not need to be re-entered for Mumps and Rubella.

If a titer (blood) lab test was done to prove immunity, click "Add Test Result"

- Enter the date of the lab draw, what lab was drawn, and if the test was positive or negative
  - This will need to be done for Measles, Mumps, and Rubella separately.
  - If any of the titer results are negative, an updated vaccine will be needed

Click "Save" and "Done"

Once back at the "Immunization Requirements & Forms" page, click "Update" next to "*Tetanus-Diphtheria/Tdap"

A pop-up window for "Tetanus/ Diphtheria/ Pertussis" will open. Click "Add Immunization"
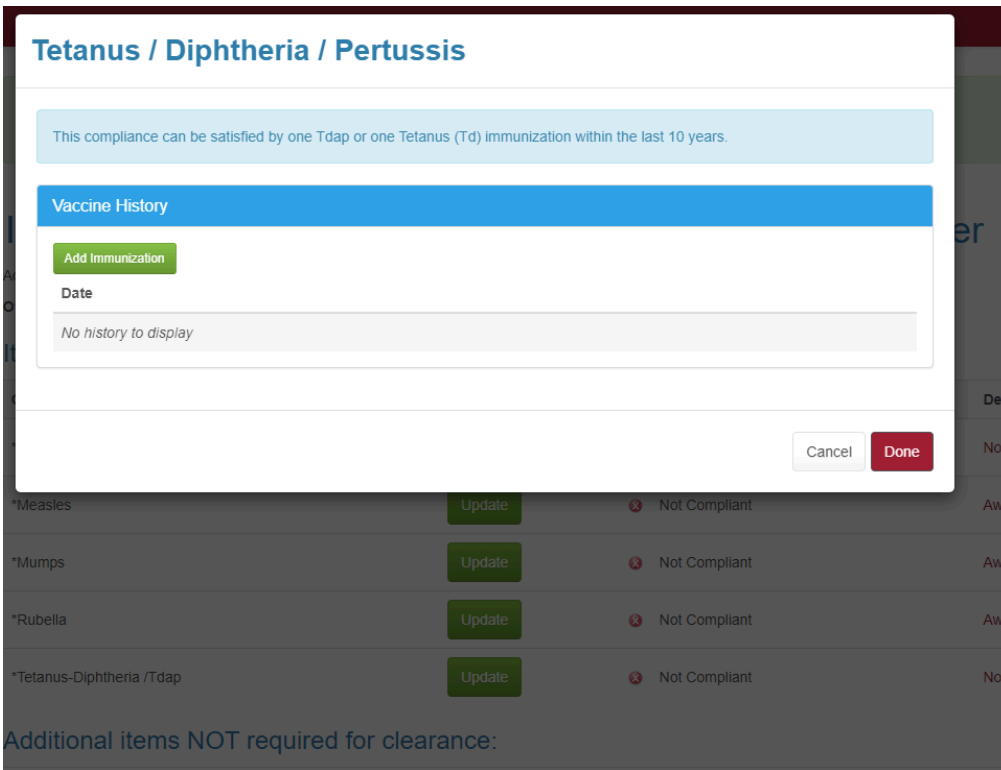
From here enter the most recent Tdap or Td vaccine (**needs to be done within the last 10 years**)
- ● If the vaccine date is more than 10 years old, an updated dose will be needed before submitting the vaccine date.
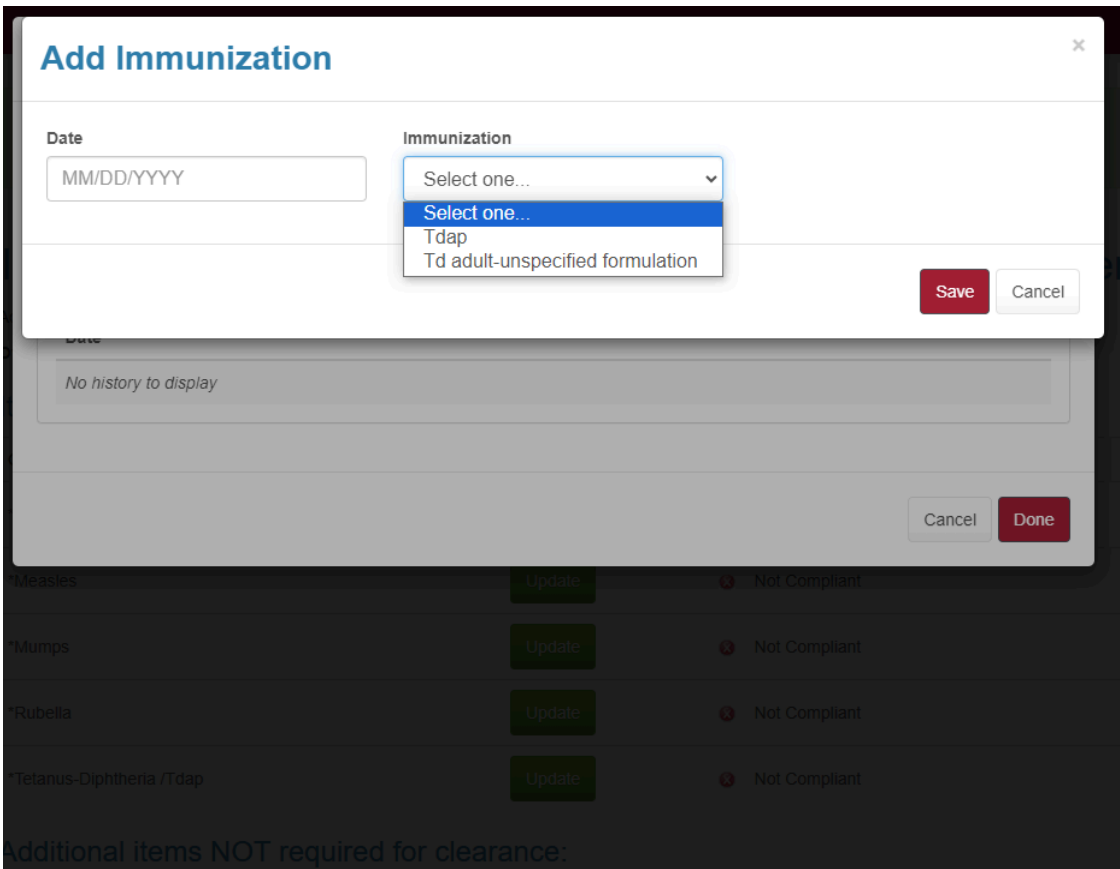
Once date has been entered, click "Save" and "Done"

If you have received COVID vaccines, please enter the date of the most recent doses given. Hamline University strongly recommends staying up to date with COVID vaccines, but does not require the vaccination for admission.

Immunizations Requirements & Forms for S

Add the dates for MMR (Measles, Mumps, Rubella) and Tetanus Vaccines. Then, upload your immunization records (documentation).

Overall Clearance Status: ❌ Not Satisfied

Items required for clearance:

Clearance		Status		Details
**Immunization Records	Update	❌	Not Compliant	No Data ⓘ
*Measles	Update	❌	Not Compliant	No Data ⓘ
*Mumps	Update	❌	Not Compliant	No Data ⓘ
*Rubella	Update	❌	Not Compliant	No Data ⓘ
*Tetanus-Diphtheria /Tdap	Update	❌	Not Compliant	No Data ⓘ

Additional items NOT required for clearance:

Clearance		Status		Details
*COVID Vaccines	Update	❌	Not Compliant	No Data ⓘ

COUNSELING - REQUIRED FOR COUNSELING

Please allow 7 days for immunizations to be reviewed.

Check back at that time to see if the immunization requirement is "Satisfied" or if there is a message in your portal.

- If information/vaccines are missing or out of date, contact will be made through the portal messages.
    - Click on "Messages" on the left side menu or "Send or Read a Secure Message" on the right side of the screen to view messages.

Hamline Counseling & Health Services Patient Portal

Home	**Home for S**
Profile	You last logged in: 4/8/2024 12:48 PM ☐ Log Out
Immunizations Requirements & Forms `Not Satisfied`	
Health History	Check in or Schedule an Appointment
Appointments	Send or Read a Secure Message
Consent Forms `2 to Sign`	View My Immunization Requirements (Not Satisfied)
Referrals	Edit My Profile
Handouts	
Messages	Welcome to the Hamline Counseling & Health Portal.
Letters	
Optional Forms	Using the links at the left you can:
Insurance Card	• Update your profile information (i.e. preferred name, pronouns, etc.)
Survey Forms	• Receive test results and exchange secure messages with organization staff
	• Complete surveys
☐ Log Out	• Review, update and print immunization records
	If you have any questions, please call Hamline Counseling & Health Services at 651-523-2204.
	[Version: 12.11.7240]