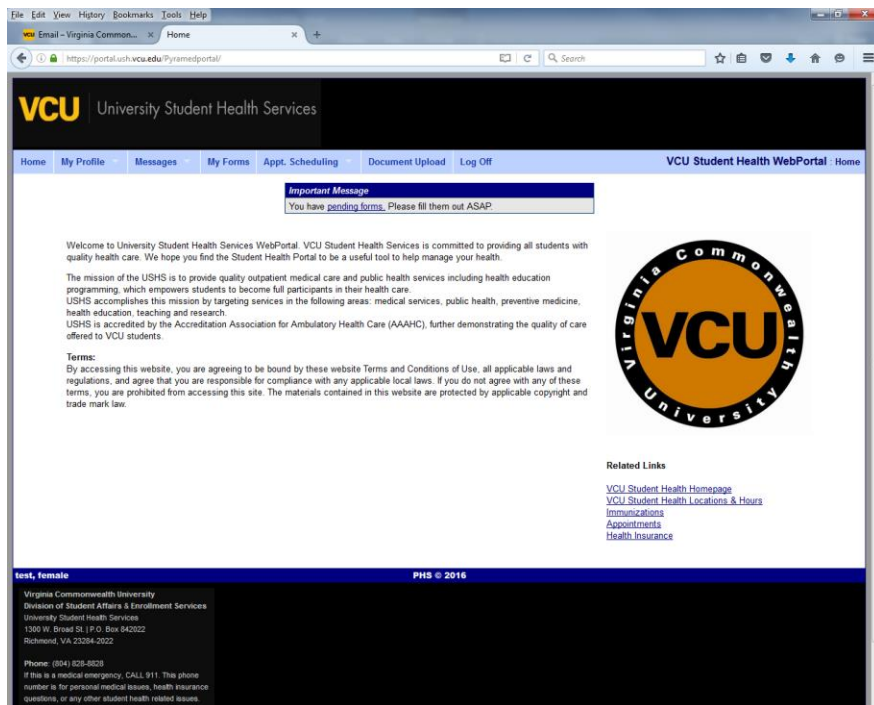


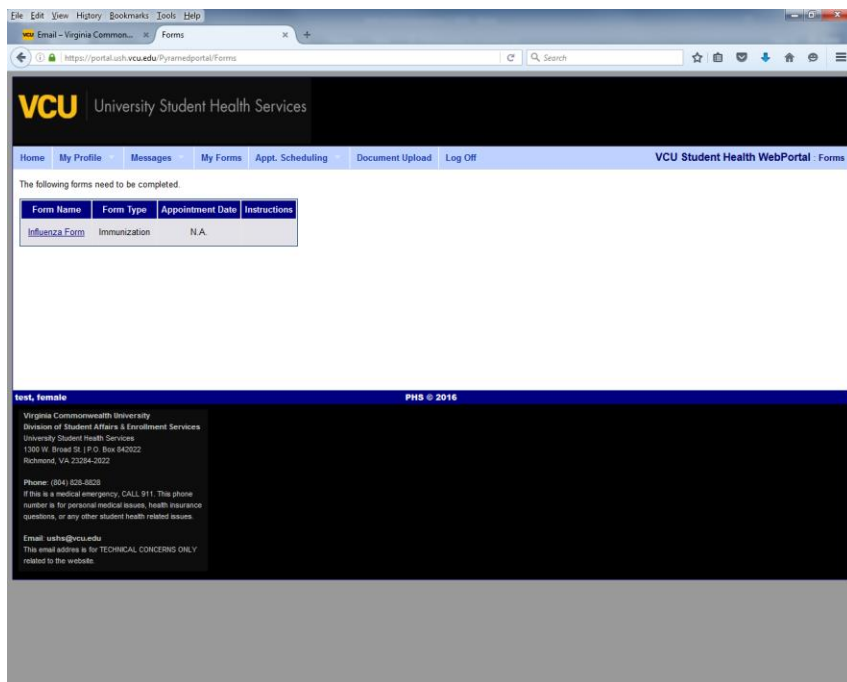
Instructions for Entering your Influenza Vaccine Dates on the Student Health WebPortal

Health Sciences Campus (Accepted into the Schools of Allied Health Profession, Dentistry, Nursing, Medicine and Pharmacy): All students, full-time and part-time, are required to have an annual influenza vaccine unless you are in an exempted Health Sciences Program or you have submitted a request for exemption.

Go to the Student Health WebPortal login page at <https://students.vcu.edu/health/web-portal/> You will need your VCU eID and password. Once you have accessed your WebPortal, click on "Pending Forms" under the important messages section.



Step 1: Select the Influenza form and open it.



Step 2: Enter the date that you received the influenza vaccine and click submit.

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Virginia Commonwealth University
Division of Student Affairs & Enrollment Services
University Student Health Services
1300 W. Broad St. P.O. Box 842022
Richmond, VA 23284-2022

Phone: (804) 828-8828
If this is a medical emergency, CALL 911. This phone number is for personal medical issues, health insurance questions, or any other student health related issues.

Email: ushs@vcu.edu
This email address is for TECHNICAL CONCERNS ONLY related to the website.

Step 3: Influenza vaccine documentation must be uploaded to the WebPortal once you have entered the data on the Student Health WebPortal Influenza form. **Your vaccine will not be validated without the supporting documentation.**

To UPLOAD your immunization documents, go to the “DOCUMENT UPLOAD” tab at the top of the web page. Then, choose which type of document you will be uploading (e.g. immunization documentation). Then press “BROWSE...” to search for the document from your computer or device and press “SAVE”. **Do not upload documents more than one time. You will receive a message that your document uploaded successfully.**

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Please call the VCU Student Health Immunization Department at (804) 827-8047 with any questions.

Dear Health Sciences Student,

All Health Sciences students are required to submit documentation of an influenza vaccine for the current influenza season.

If you receive your influenza vaccine at an outside provider, such as your PCP, pharmacy, VCU Employee Health or urgent care center, you need to access the Student Health WebPortal and submit your Influenza online form and upload supporting documentation.

If you receive your influenza vaccine at VCU Student Health, no action is needed.

Your influenza vaccine is due to Student Health by December 1, 2016.

Failure to have your vaccine on file may result in your program removing you from the clinical setting. It is your responsibility to complete your online form and upload the documentation via the WebPortal.

If you have questions or need assistance, please call the Immunization Department at 804-827-8047.