

## DIRECTIONS FOR UPLOADING IMMUNIZATION DOCUMENTATION

Midwestern University has updated our system for submitting immunization documentation. All documentation **MUST** now be submitted electronically by uploading your documents as PDF files.

**Please upload your immunization documentation. Directions for doing this are below.**

1. Log in to the **Midwestern University Student Portal**
2. Click on the heading for **Student Services**
3. Under the **General Information** tab select **Forms & Information**
4. Select **Documentation Upload**
  - a. This will take you to the place where you upload your documentation.
  - b. The instructions for uploading your documents are located on this page. If you hover over one of the categories, the information for the category will appear.
  - c. Documents must be in a PDF format
  - d. Create separate PDF files for each immunization requirement
    - i. Flu Shot
    - ii. Student Health Status Form
    - iii. TB Testing
    - iv. Tdap/Tetanus
    - v. Titers
    - vi. Vaccines

Student Services will then enter your immunization documentation into the tracking system. Please allow at least 1 week from the date you upload your documents before calling to ask about your documentation. If there is an issue with any of the documentation you submit you will receive an email explaining what the problem is. Once you have completed all of your requirements you will receive an email telling you that you have completed all of your requirements. You will be able to monitor your immunization compliance by doing the following:

1. Log in to the Midwestern University Student Portal
2. Click on the heading for Student Services
3. Under the General Information tab select Immunizations

Once your documentation has been entered the date fields on your Immunization page will be populated. The expiration dates for Tdap/Tetanus and TB Testing (TB Skin Test or TB Quantiferon) will also be listed. All of your uploaded immunization documents will be on your Immunization page as an attachment under the **Document Type** section. You can open the attachment and print this off for providing documentation as needed. There is no need for you to contact Student Services to get copies of any of your documentation as it will all be available on your immunization page.

If you have any questions about the immunization requirements or uploading your documents, please contact Don Evans at 630-971-6401 ([devans@midwestern.edu](mailto:devans@midwestern.edu)) or Student Services at 630-515-6470.