UNA Immunization Requirements

Who must submit/complete the immunization forms?

- All students admitted to UNA for the first time must meet the UNA Immunization Requirements and upload a copy of their immunization records in the Patient Portal.
- All enrolled students that have not completed the immunization forms in Patient Portal.
- Go to una.edu page
- Click the “Quick links” at the top of the page
- Click Health Services
• Go to “Patient Portal” and log into the patient portal using your UNA credentials
• Click the immunization tab at the top of the page

Instructions for Uploading Documents

Step #1: Scan and save your documents individually to your computer or take a picture with your smart phone. This is completed outside of the patient portal using your scanner software or smart phone. If you are uploading multiple documents, you will need to scan/take a picture and save each document as a separate file.

- Images must be .gif, .png, .tiff, .jpg, .jpeg. Documents must be .txt or .pdf.
- File must be smaller than 4 MB. Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.
- Be sure your file names do not include any special characters.

Step #2: In the section below there is a list of documents that can be uploaded, choose the document you are uploading in the "Choose document you are uploading" drop down menu.

Step #3: Next you click on Select File, and locate the file on your computer or smart phone.

Step #4: You will then click on the Upload button. The document will be listed below, as a confirmation that the document was added to the queue. If you made a mistake you may delete the file by clicking on the "X" at the end of the document name which is listed next to the Change box.

Step #5: All the documents you have chosen to upload will appear below the Documents already on file section as a confirmation they were successfully uploaded.

• Complete all required immunization forms then click submit

  • Enter each date one time. If you received MMR Vaccine, enter those dates in the MMR field. If you received a Measles Vaccine, a Mumps Vaccine and a Rubella vaccine separately, please list those dates separately.
Select your immunization records/files then click upload

- There is a list of documents that can be uploaded, “Choose the document you are uploading” in the drop-down menu

Immunizations Entry

Immunizations have been saved.

Click Here to upload your immunization records in order to become compliant.
Types of Documents that may be uploaded:
Covid Vaccine Documentation
Hepatitis B Titer Results
Immunization Record
Insurance Card
Measles Titer Result
Mumps Titer Results
Rubella Titer Results
TB Skin Test Results
Varicella Titer Results

Choose document you are uploading:
Covid Vaccine Documentation

Select File

Documents already on file
Covid Vaccine Documentation received on 1/18/2022
View File