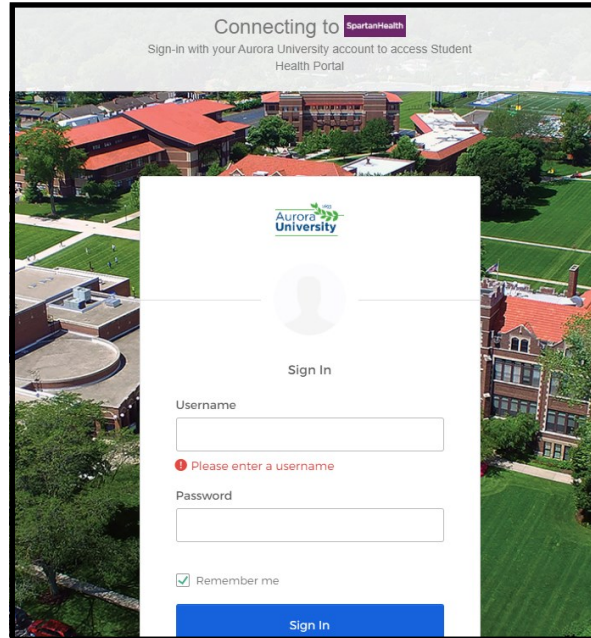


# Instructions for submitting Immunization records into SpartanHealth Portal

(last updated 3/24/2022)

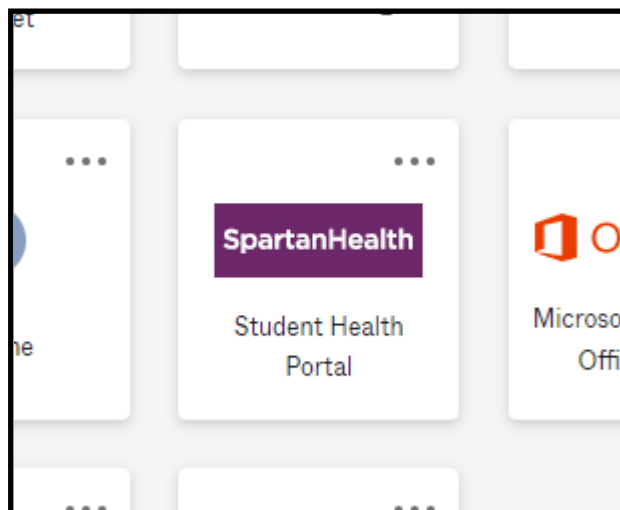
\*\*Please note you must have your immunizations records on hand to submit your immunization information into SpartanHealth Portal. You can get your immunization records from your high school, past or current physician, or a previous college or university.

- 1) To access Spartanhealth Portal you can either visit [aurora.studenthealthportal.com](http://aurora.studenthealthportal.com) and you will be directed to sign into your AU account using your AU email and password

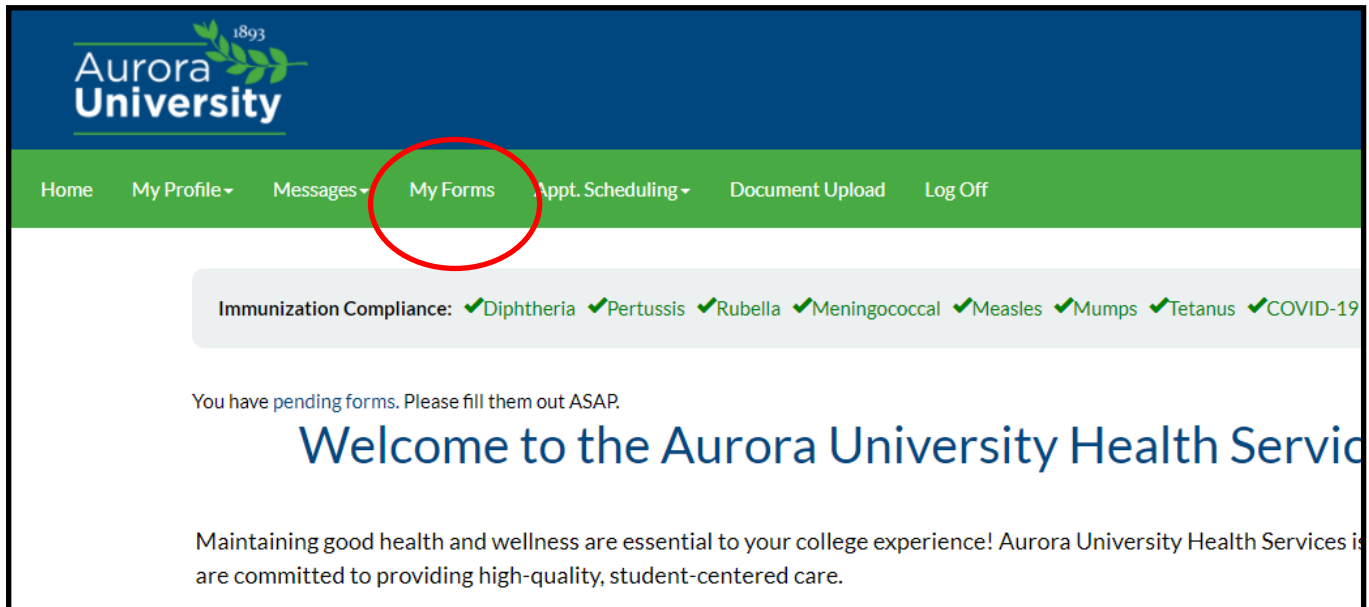


**OR**

If you are already signed in to your AU account, click on the SpartanHealth Application on your Okta homepage (shown below).



2) Once you click on the SpartanHealth application, you will land on the SpartanHealth homepage. To submit your immunization records, click on the “My Forms” tab in the green banner up top.



3) Under “My Forms”, please click on “Immunizations” to begin the submission process for required immunizations.

## My Forms

The following forms need to be completed.

Form Name	Form Type	Appointment Date	Instructions
<a href="#">COVID-19 Vaccine</a>	Immunization	N.A.	Please complete the COVID-19 Vaccine form and upload your completed COVID-19 vaccine card or equivalent documentation.
<a href="#">Follow up Concern Pre-Visit Form</a>	Health History	03/31/2022	Please fill out this pre-visit form
<a href="#">Health History and Family History</a>	Health History	N.A.	
<a href="#">Immunizations</a>	Immunization	N.A.	
<a href="#">Social History</a>	Health History	03/10/2022	

4) Please reference your immunization document for administered dates. Please enter the date(s) that each required shot was administered. You can type each date in the designated area or locate the date in the dropdown calendar next to each individual immunization requirement. \*\*If you are missing documentation for certain required immunizations, please continue to fill in and submit what you do have, then Health Services will follow up with you.

## Immunizations

**Required Immunizations - All Students**

**Measles, Mumps, and Rubella Vaccination:**

#1 Dose (must be on or after first birthday)  
(Month/Day/Year):

#2 Dose (must be 28 days or more after 1st shot)  
(Month/Day/Year):

Or (titers required ONLY if vaccine immunity\* \*\*If lab results show non

Measles titer: Also called Rubeola

Date (Month/Day/Year):

March 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Results showing

\*\*Please note, if you are requesting an immunization exemption, you must click on the second option. It will prompt additional fields to complete.

**Please select one or both options:**

I have submitted my immunizations to the best of my knowledge

I am requesting an immunization exemption due to a medical contraindication or sincerely held religious belief, practice, or observance for some or all of the above required immunizations

This field is required.

5) After you complete all applicable immunization areas with administered dates, please upload your immunization documentation by using the “Select File” option.

Please Upload Immunization Documentation Here \*\*If you added MMR titers, you must upload lab results \*\*\*If you are an international student, you must upload a yearly TB (PPD) test, chest x-ray, or TB lab result\*\*\*

Select File

Submit Complete later

6) SpartanHealth Portal allows you to upload multiple documents (shown below). Once all required immunization documents are uploaded, please click “submit”.

Please Upload Immunization Documentation Here \*\*If you added MMR titers, you must upload lab results \*\*\*If you are an international student, you must upload a yearly TB (PPD) test, chest x-ray, or TB lab result\*\*\*

Select File

ImmHistory.pdf Remove

ImmHistory (2).pdf Remove

ImmHistory (2).pdf Remove

Submit Complete later

7) After you sign and confirm, you will be redirected back to the “My Forms” page and a confirmation message will appear letting you know that a your submission has been received.

## My Forms

Thank you for submitting your immunizations. Our staff will review your submission and reach out to you if there are any concerns or further requirements.