# *Instructions for Submitting and Accessing Immunizations*

Welcome to TWU Student Health Services Online Student Health (OSH) where you have 24 hour access to submit and view immunization records.

1. Access the log-in page of OSH with your Pioneer Portal username and password at https://patient-twu.medicatconnect.com/ . You must have a TWU Pioneer Portal account **AND** be a currently enrolled student to access Online Student Health.
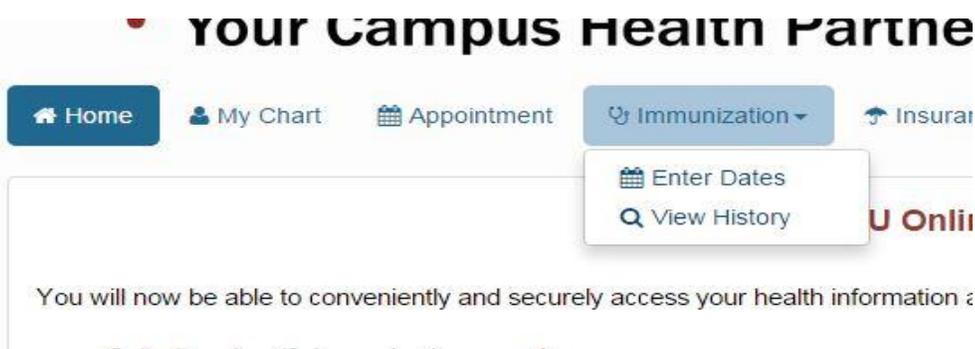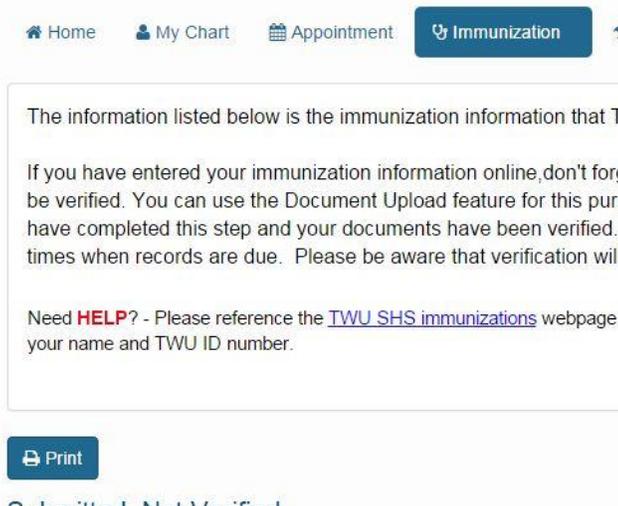


2. To View/Print immunization records:
   - Select "**View History**" from the "Immunization" menu bar



   - Select the "**Print**" button to open and print a report of your records.

3. Select "Enter Dates" from the "**Immunization**" menu bar.



4. Scroll down to the immunization record(s) you are submitting, and enter the date(s) the immunization was given/administered.
   - For Titer or lab work you should enter the date the results were reported.
   - For TB screening you should submit the date the TB screening was read.
5. After **ALL** your records are entered, hit **SUBMIT** at the bottom of the page.
6. Select the "**Upload**" tab where you may import copies of your immunization records.



Document Upload is **ONLY** available for immunization related documents.  Please do **NOT** use this for any other documentation. ***

Instructions for Uploading Documents:

Step #1: Please make sure that your full name, date-of-birth, and student ID number is clearly written on documents.

Step #2: Scan and save your documents individually to your local computer.   Only images **(.gif, .png, .tiff, .tif, .jpg, .jpeg)** and documents **(.pdf, .doc, .docx)** are allowed.  This is completed outside of TWU OSH using your scanner.  File sizes should be as small as possible (under 4mb) while still ensuring legibility.  Scanning in black and white at 150 DPI is commonly used for best results.  If you are uploading multiple documents, you will need to scan and save each document as a separate file on your local machine.  Be sure your file names do not include any special characters.

Step #3: Choose "Assorted Immunization Records" for the document you are uploading in the drop down menu.

Step #4: Choose Select File to browse out for your file.

Step #5: Select Upload.  Your document will then be listed in the Documents Already on File section below.

Step #6: Repeat Steps #3-5 for each document you would like to upload.

Step #7: Please remember to click on the "Immunization" tab to "Enter Dates" for your immunizations if you have not done so already.