

Uploading your Influenza Immunization Record to the Graham Health Center (GHC) Patient Portal

This guide will walk you through the process of uploading your influenza immunization record to the Graham Health Center Patient Portal.

Step One:

After you complete your influenza immunization, you will need to have an image/file to upload to the portal. If you are using a desktop computer, you will need to have a photo/image or scanned document saved. If you are doing this on your phone, you'll have an opportunity to take a photo of your vaccine card or upload a saved image. Saving as a PDF helps reduce the size of your file.

Step Two:

Log into the GHC Patient Portal

- Click on the **Secure Patient Portal** button on the right-hand side of the GHC home page or upper left side in MySail.
- Sign in to the portal using your Oakland University Net ID and password.
- Enter your date of birth, then click on Proceed.
- From the menu that appears on the left (or expand the 3 bars in the upper left corner to expand), select **Medical Clearances**
- Select the green UPDATE button next to Influenza.
 1. A new window will appear.
 2. Enter the **Date** the influenza vaccine was administered.
 3. In the Immunization field, **Select one...** the most common entry is: [Flu – unspec (Influenza-unspecif formulation)].
 4. Click the gold **Save** Button.
 5. Press Done.
- Select the green UPDATE button next to **Supporting Docs Vacs/Lab**. (required step)
 1. A new window will appear.
 2. Select the green upload button and upload an image of your flu vaccine documentation. This might be a screenshot, photo, or scanned document.
 3. Verify Upload and click the green Looks Good button
 4. Click the gold **Save** Button.
 5. You are **REQUIRED** to upload supporting documentation of your flu vaccine. You will not be compliant without submitting supporting documentation.
- GHC staff will verify your submission. If there are any issues, a portal message will be sent to you. Once verified, the status of the flu compliance will change to Compliant.

Hint: If you receive a message that your file is too large, please try saving as a PDF document and try again.

**** This process has been updated as of November 4, 2022 ****