

STUDENT HEALTH PORTAL

Instructions for Completing Immunization Information

The Student Health Portal will house electronic information regarding your immunization records, and include additional information on your medical background. This information is kept private and only available to personnel in the Student Health Center.

This document will provide information on how to login to the Student Health Portal and how to complete the forms required for immunizations. At the end is a section detailing how to upload your COVID vaccine information, if you opt to provide that information to Fairmont State.

GETTING STARTED

The first step to complete is to ensure you have activated your Fairmont State University credentials.

As a new student, this information is provided to you as part of the admissions process. After you accept your Offer of Admissions, this information will appear on your Application Status Page. Be sure to follow the instructions in that document to activate those credentials.

If you are a current student, you are already using your credentials for Blackboard and should be ready to continue.

The remaining steps are simple, and described in detail below:

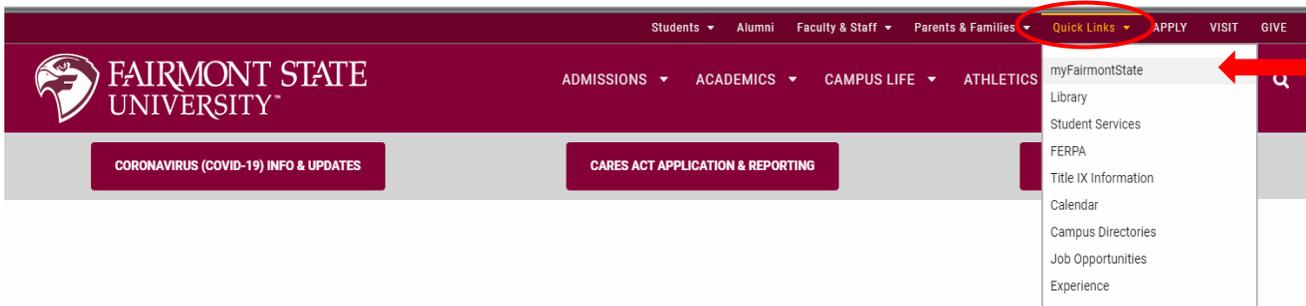
- Step 1 - Sign into Fairmont State University Health Portal, using your Fairmont State credentials.
- Step 2 - Complete the required forms.
- Step 3 - Upload documents in the Health Portal.

The Student Health Portal is available on any computer or mobile device, however the initial phase can be a lengthy process and may be easier to complete using a computer.

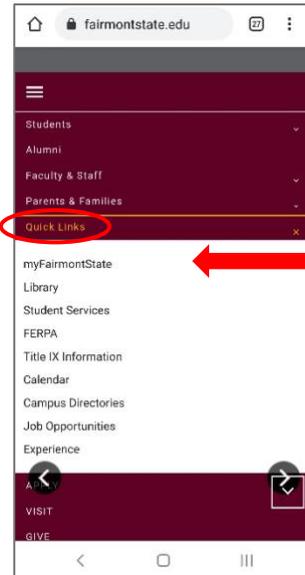
STEP ONE – SIGN INTO FAIRMONT STATE

1. Open a web browser on your device and go to <http://www.fairmontstate.edu>.
2. From the top menu (on your computer), or the hamburger menu on your mobile device, select **QUICK LINKS**, then select **myFairmontState**.

COMPUTER DISPLAY



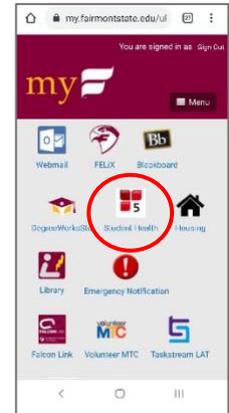
**MOBILE
DEVICE
SCREENS**



3. Use your University credentials (discussed above) to sign into myFairmontState.

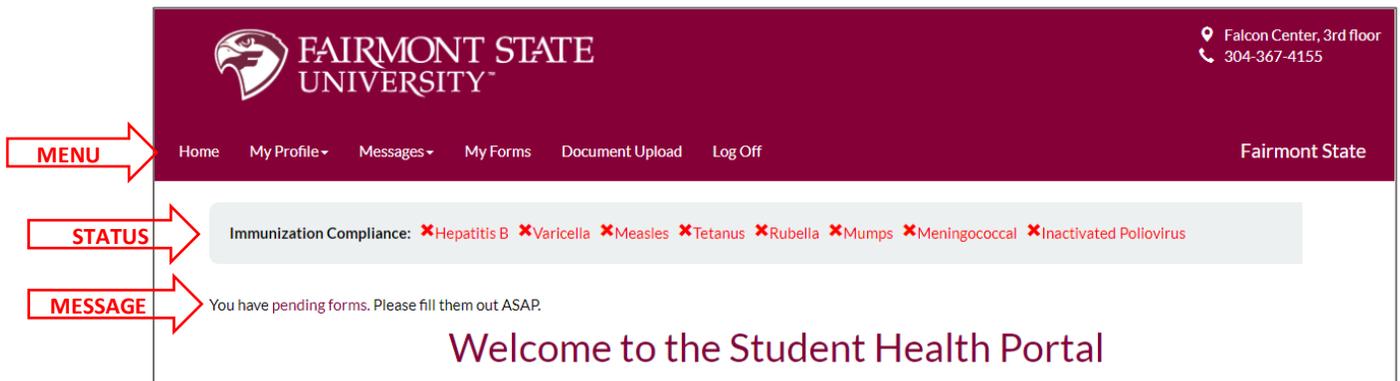


4. Icons on myFairmontState will vary by user. Locate the **STUDENT HEALTH** icon and click/select it.



This will bring up the Student Health Portal, where you can input your immunization and medical information. You should automatically be logged in.

If you are not automatically connected, use your Fairmont State credentials to login.



Notes about the Student Health Portal:

- The line near the top with the **RED Xs** will change to **GREEN checks** once items have been completed. This gives you a quick glance at your status.
- There is a message that says you have **PENDING FORMS**. You can click on that message to go to the forms and complete them.

- Menu options provide you with different ways of interacting with Student Health:
 - **MY PROFILE** is your medical records for time at Fairmont State.
 - **MESSAGES** is a secure portal for communications between you and Student Services.
 - **MY FORMS** contains the forms you will complete for compliance with policies.
 - **DOCUMENT UPLOAD** is the place to upload copies of immunization records of the COVID vaccine.

STEP TWO – COMPLETE THE REQUIRED FORMS

This step allows you to complete the medical information and history forms, and upload any documents needed.

1. You have two options for opening the FORMS menu:
 - a. Click on **MY FORMS** in the menu bar
 - b. Click on the **PENDING FORMS** in the message

Once you click on either option, you will be taken to the **My Forms** tab.



2. Complete all the forms in the **My Forms** tab.
 - a. **Communication Preferences** - so Student Health can contact you when needed.
 - b. **Emergency Contact Information** - for use in case of an emergency.
 - c. **Fairmont State University Immunization Form** - to comply with Admissions standards. *NOTE: This is a lengthy form that asks for all the information regarding your immunizations.*
 - d. **Medical History Form** - with your personal/family medical history.
 - e. **Notice of Privacy Practices Acknowledgement** – outlining the privacy practices in use for Student Health.

My Forms

The following forms need to be completed.

Form Name	Form Type
Communication Preferences	Administrative
Emergency Contact Information	Administrative
Fairmont State University Immunization Form	Immunization
Medical History Form	Health History

STEP THREE – UPLOAD DOCUMENTS

This step is where you will upload your immunization records. You can find your immunization records from your current or previous health care provider or from your high school transcripts.

You will need to take a picture or scan and upload your documents during this phase.

The following immunizations are required by the State of West Virginia. **Note:** *If you do not have your immunization record, you can show proof of immunity with titer blood work for Varicella, MMR and Hepatitis B.*

- MMR (measles, mumps and rubella) – Two doses or bacterial/serological evidence of immunity to each component of the vaccine
- Varicella (Chickenpox) – Two doses or laboratory/serological evidence of immunity
- Tetanus (Tdap) – Dose within the last 10 years
- Polio – Three doses
- Meningococcal Vaccine (MCV4 or Quadrivalent) – Dose received within the last five years
- **We have made an update to our immunization requirements. Starting on July 20th, 2022, the Meningococcal vaccine will be required for students who are 21 years of age and younger and the vaccine should be given within the last 5 years. Thank you for your part in continuing to keep our campus community safe.**

In addition, the following are strongly recommended prior to enrollment at Fairmont State University:

- COVID-19 vaccine (**The COVID-19 vaccine is strongly recommended by the University**)
- Tuberculosis screening
- Hepatitis A vaccine or combined Hepatitis A&B vaccine
- Annual Influenza (Flu) vaccine
- Human Papillomavirus (HP-9) – Gardasil (for females and males)
- Pneumovax, if indicated
- Hepatitis B – Three dose series or laboratory/serological evidence of immunity

Please remember there may be specific programs at the University that require additional testing or immunizations (Nursing, Housing and Student Athletes)

The image shows a digital form for recording vaccination information. It includes several input fields with labels: 'Tdap (vaccination finished) (Date/finish date/age 18 or older)', 'One-time booster for Tdap required (Month/Date/Year)', 'Polio (antigen) vaccine series completed', 'OPV (Date of last vaccine (Month/Date/Year))', 'Or', 'HepA (Date of last vaccine (Month/Date/Year))', 'Meningococcal Vaccine (MCV4 or Quadrivalent)', and 'Meningococcal (MCC) Vaccine Date'. At the bottom, there is a prompt 'Please upload your proof of vaccination (i.e. vaccination record)' and a red 'Select File' button.

1. **Upload all your required immunization forms via the form itself.**
2. Select the **SELECT FILE** button and navigate to the location on your computer with the file. Select the file and click OPEN.
3. With your file selected – click **SAVE** to save your document upload. Continue the process until all documents have been uploaded.



OPTIONAL STEP – UPLOAD COVID VACCINATION RECORD

Fairmont State strongly recommends you have the COVID-19 vaccine.

If you received the COVID-19 vaccine, and would like to include that in your records:

1. Note that on your **Immunization Form** in the Student Health Portal.

2. Upload a copy of your vaccine information using the **DOCUMENT UPLOAD**.
 - a. Use the same method to upload the document in step three.

EXEMPTIONS

Fairmont State University allows for medical exemptions. You may contact Student Health for paperwork to be completed and signed by your primary care doctor. You may also apply for a virtual learning exemption if you will not be attending classes in person on campus. You may contact Student Health for virtual learning exemption paperwork.

SAFETY

Our top priority remains keeping the campus safe and our students in the classroom. To reiterate, we are highly recommending the COVID-19 vaccine to all our students, staff and faculty members in an attempt to get campus back to a pre-pandemic environment. If you have any questions, please do not hesitate to contact me. I look forward to meeting you!

CONTACT INFORMATION

If you have any questions, please contact Student Health Services.

Student Health Services
Fairmont State University
304-367-4155

studenthealth@fairmontstate.edu