

STUDENT HEALTH PORTAL

Instructions for Uploading your COVID-19 Vaccine Documentation

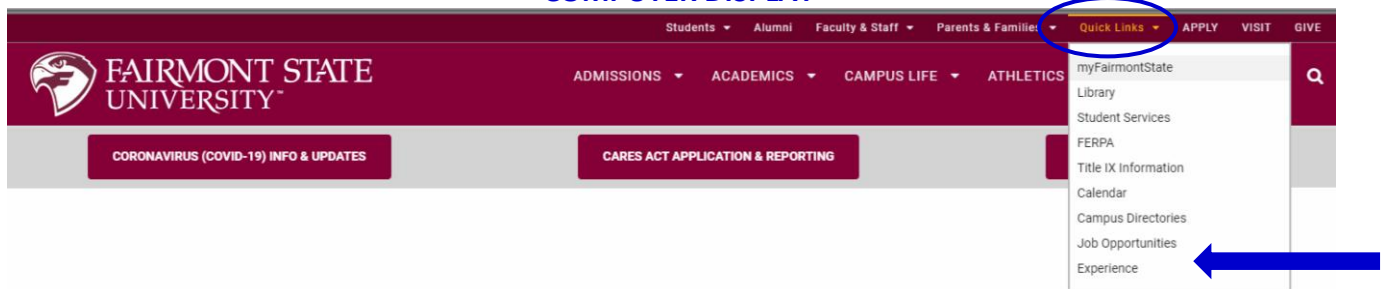
The Student Health Portal will house electronic information regarding your immunization records, and include additional information on your medical background. This information is kept private and only available to personnel in the Student Health Center.

This document will provide information on how to login to the Student Health portal and complete the information for your COVID-19 immunization record, if you opt to provide that information to Fairmont State.

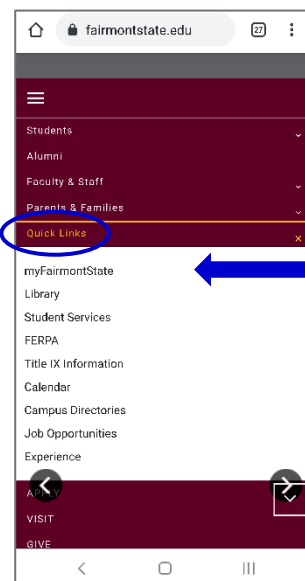
STEP ONE – SIGN INTO THE STUDENT HEALTH PORTAL (via my.FairmontState)

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

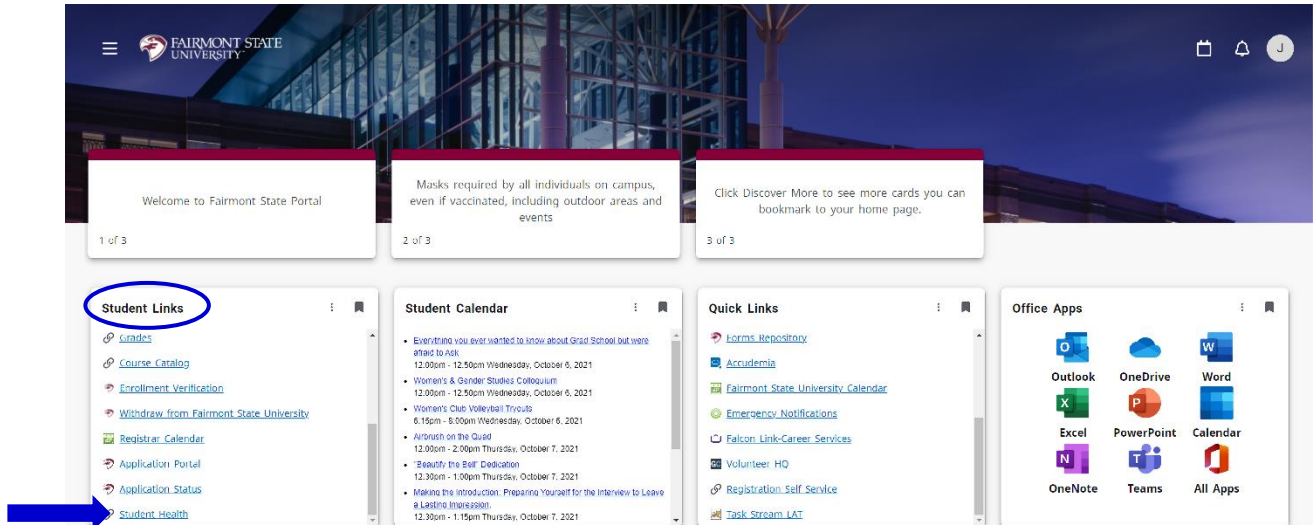


MOBILE DEVICE SCREENS



3. Locate the **Student Links** card and scroll to the bottom, where you will find the **STUDENT HEALTH** link. Click to select it.

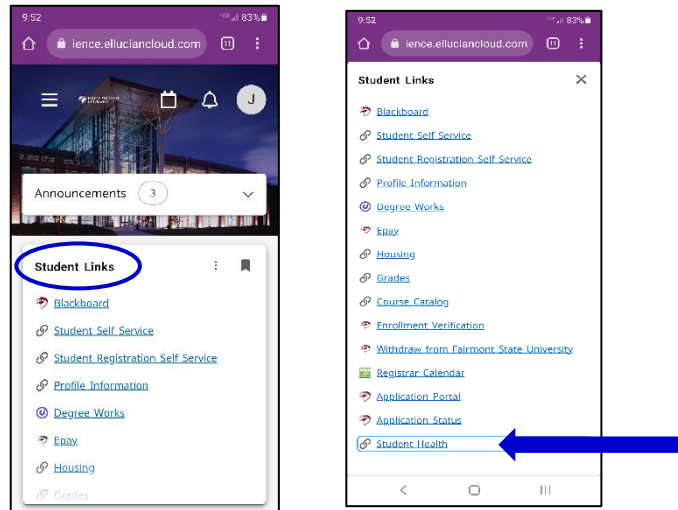
COMPUTER DISPLAY



MOBILE DEVICE

Using a mobile device, tap on the card you want, and the contents of the card will display.

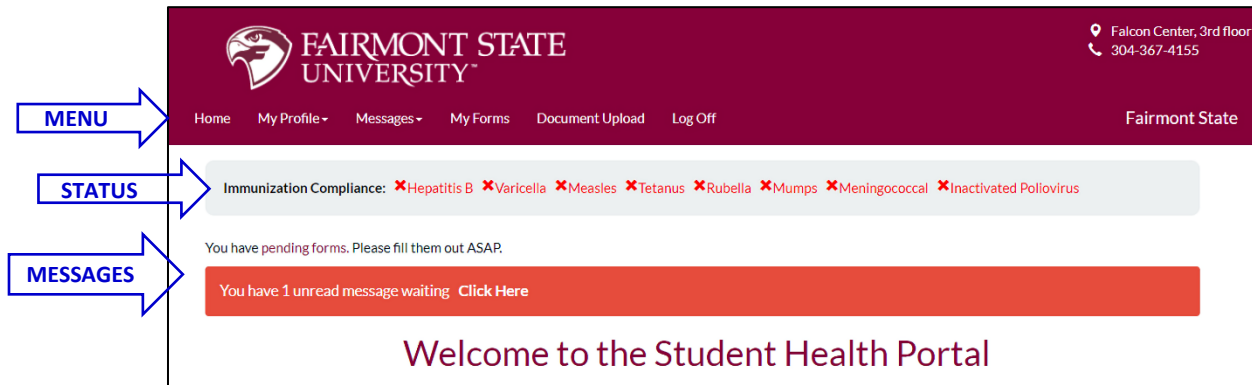
Look for **STUDENT HEALTH** at the bottom of the list.



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.

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Notes about the Student Health Portal...

- The line near the top with the **RED X's** will change to **GREEN check's** once items have been completed. This give you a quick glance at your status.
- In the messages area you can find information on **PENDING FORMS**.(just click on that message to go to the forms), and any other messages sent through the portal.
- 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 Service.
 - **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 – OPEN THE COVID-19 VACCINATION FORM

This step allows you to open the COVID-19 form, and provide your information and a copy of the vaccine card. Be sure to have a photo/scan of your vaccine card.

1. You have two ways to open 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.



- From the **My Forms** tab, select the **COVID-19 Immunization History** form.

Please also make sure that the following forms are also completed:

- Communication Preferences** - so Student Health can contact you when needed.
- Emergency Contact Information** - for use in case of an emergency.
- Medical History Form** - with your personal/family medical history.
- Notice of Privacy Practice Form** - 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
COVID-19 Immunization History	Immunization
Emergency Contact Information	Administrative
Fairmont State University Immunization Form	Immunization
Medical History Form	Health History
Notice of Privacy Practice Form	Administrative

COVID-19 Immunization History

Once you have completed your COVID-19 immunization series please submit this form.

*** To be considered valid, you must also upload an image of your vaccination card (below).

Moderna #1 (Month/Date/Year):

Moderna #2 (Month/Date/Year):

OR

Pfizer-BioNTech #1 (Month/Date/Year):

Pfizer-BioNTech #2 (Month/Date/Year):

OR

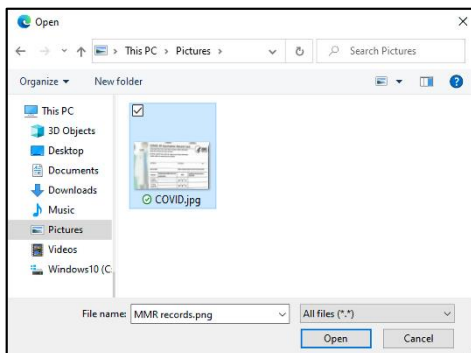
Janssen (Johnson & Johnson) Single-Dose Vaccine (Month/Date/Year):

Please upload your proof of vaccination (i.e. vaccination card). Select File

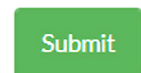
Submit
Complete later

- Complete the COVID-19 immunization form by adding dates in the appropriate areas depending on which vaccine you received.

- Click the **SELECT FILE** button, and navigate to the location on your computer with the file.



- Select the file, and click **OPEN**.
- With your file selected – click **SAVE** to save your document upload.
- Click the green **SUBMIT** button to save your COVID-19 vaccination information.



EXEMPTIONS

The only way to be exempt from immunization requirements at Fairmont State University is medical exemption. You may contact student health for paperwork to be completed and signed by your primary care doctor.

SAFETY

Our top priority remains keeping the campus safe and our students in the classroom. We are highly recommending the COVID-19 vaccine to all our students, staff, and faculty members to get campus back to a pre-pandemic environment.

CONTACT INFORMATION

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

Falcon Wellness and Mental Health Center
Fairmont State University
Third Floor, Falcon Center
304-367-4155
studenthealth@fairmontstate.edu

