How to Complete the TB risk form/Upload Immunizations to the Health Portal

- 1. Go to salemstate.edu/chs
- 2. Sign in using your student ID <u>"S0123456"@salemstate.edu</u> & password
- 3. Click on "View and Update My Forms & Immunization Requirements" (3rd blue button)



4. The next page will bring you to all of the items that you need for clearance. Anything with a "non-compliant" needs to be completed. In this example, there are multiple items that need to be updated. Click on the green update button and either answer the questions (as in the TB risk form) OR enter the dates of your vaccines for each vaccine you received.

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Home	AT Medical History	Update	Not Compliant	No Data	
Profile	AT Physical Exam Upload	Update	Not Compliant	No Data	
Form & Immunization Requirements Not Satisfied	AT Policy Understanding & Consent for Treatment	Update	Not Compliant	No Data	
Health History	AT Sickle Cell Upload	Update	Not Compliant	No Data 🟮	
Appointments	Hepatitis B	Update	Not Compliant	No Data 🚯	
Handouts 3 Unread	Immunization Record	Update	 Compliant 	Satisfied 0	
Messages 24 Unread	Measles	Update	Not Compliant	No Data 🕄	
Letters	Mumps	Update	Not Compliant	No Data 🟮	
Optional Forms Insurance Details	Pertussis (Tdap)	Update	Compliant	Satisfied 0	
Surveys	Rubella	Update	Not Compliant	No Data	
Discharge Summaries	TB Screen-Risk Form	Update	Not Compliant	Not Satisfied	
Immunizations	Varicella	Update	8 Not Compliant	No Data	
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5. When you are finished entering in your information, make sure to upload an image of your records here:

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Immunizations	Varicella	Update	Not Compliant	No Data 🕄			
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When you are done, scroll to the top of the page and check for "Overall clearance" – if it is green, then you are all set

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