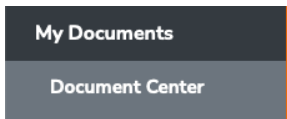


Guide to Uploading Immunization Forms to MyMercer

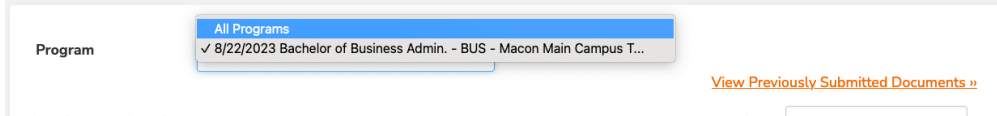
1. First, scan each document:
 - your immunization record that includes any vaccines that you've received;
 - your TB PPD Skin Test or QuantiFERON lab test (for tuberculosis testing);
 - your completed Mercer Health Information Form; and
 - your insurance card (front and back).

2. Log into [MyMercer.edu](https://mymercer.edu), the student portal homepage. From the menu bar on the left side, click My Documents>Document Center.



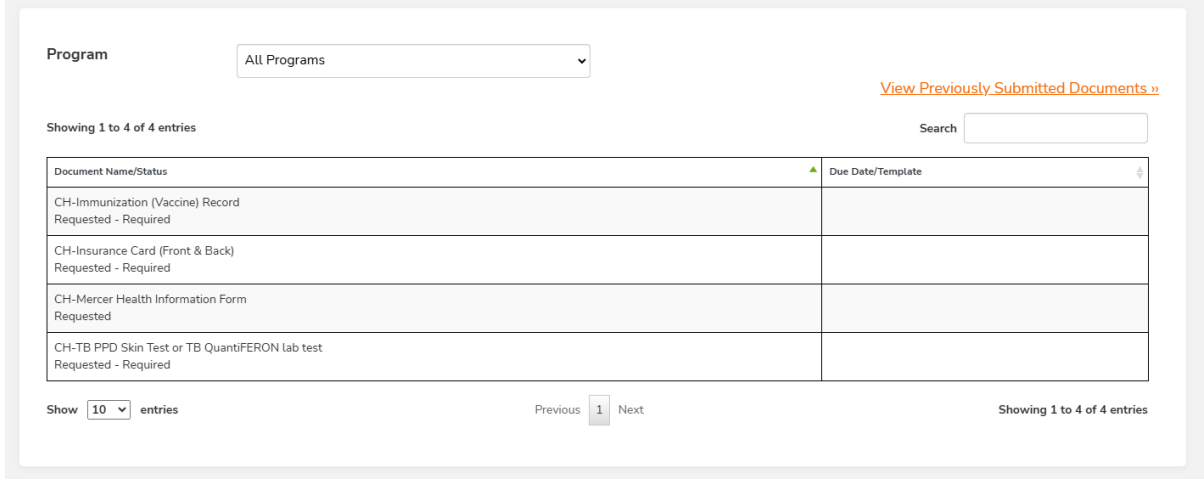
3. Under Documents Due, change your program to **All Programs**. This is a critical step!

Documents Due



Once you click All Programs, you will see a list of all documents due.

Documents Due



4. Below the list of documents due, you will see the Upload Document section. Type the Document Name. We encourage you to name it the document you are uploading. In this example, you would type Immunization (Vaccine) Record as the document name.

Upload Document

Note: To upload a document, fill in the document name, select the document type in the drop down for the document you wish to upload, then click on choose file. Once you have selected the appropriate file, click Upload.

If the document you are trying to upload does not appear in the drop down box for "Document Name" below, please change your program to "All Programs" in the box above.

If the drop down box remains empty, you have no documents to upload and attempting to do so anyway will give you an error.

The screenshot shows the 'Upload Document' form. The 'Document Name' field is empty. The 'Upload Document' dropdown menu is open, showing a list of document types: CH-Immunization (Vaccine) Record, CH-Insurance Card (Front & Back), CH-Mercer Health Information Form, and CH-TB PPD Skin Test or TB QuantiFERON lab test. The first option, 'CH-Immunization (Vaccine) Record', is highlighted in blue.

5. After you named your document, go to the next box and select the connecting Mercer record. Click the down arrow from the dropdown menu and select a document that begins **CH** for Campus Health. In this example, CH – Immunization (Vaccine) Record was selected.

Upload Document

Note: To upload a document, fill in the document name, select the document type in the drop down for the document you wish to upload, then click on choose file. Once you have selected the appropriate file, click Upload.

If the document you are trying to upload does not appear in the drop down box for "Document Name" below, please change your program to "All Programs" in the box above.

If the drop down box remains empty, you have no documents to upload and attempting to do so anyway will give you an error.

The screenshot shows the 'Upload Document' form. The 'Document Name' field is filled with 'CH-Immunization (Vaccine) Record'. The 'Upload Document' dropdown menu is open, showing the same list of document types as in the previous screenshot. The first option, 'CH-Immunization (Vaccine) Record', is selected. Below the dropdown menu is a 'Choose File' button and the text 'No file chosen'. An orange 'UPLOAD' button is visible at the bottom of the form.

To upload multiple documents, select a different type of Mercer record from the drop-down menu. **If the drop-down box remains empty, you have no documents to upload.**

6. Upload your document by clicking Browse and selecting the appropriate file. By clicking Browse, you will access your desktop or folders. **The uploaded document must be a PDF document.**

The screenshot shows the 'Upload Document' form. The 'Upload Document' dropdown menu is open, showing the same list of document types as in the previous screenshots. The first option, 'CH-Immunization (Vaccine) Record', is selected. Below the dropdown menu is a 'Browse...' button and the text 'No file selected'.

7. Once you have selected the document, click Upload.

UPLOAD

8. To check that your immunization records have been submitted, refresh your page. If complete, you will NOT see any **SH** documents listed under Documents Due.

For assistance or questions, please email Campus Health at campushealthmacon@mercer.edu.