MERCER
U N I V E R S I T Y

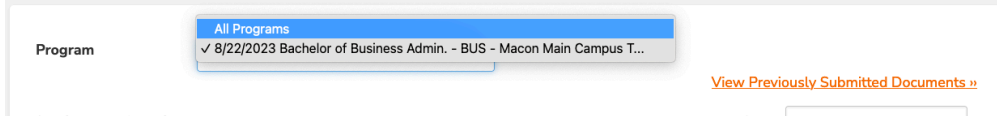**Guide to Uploading Immunization Forms to MyMercer**

1. First, scan <u>each</u> document:
   - your shot record that includes any vaccines that you've received;
   - your PPD/QuantiFERON results (for tuberculosis testing);
   - your completed Mercer Immunization Form; and
   - your insurance card.

2. Log into MyMercer.edu, the student portal homepage. From the menu bar on the left side, click My Documents>Document Center.

My Documents
Document Center
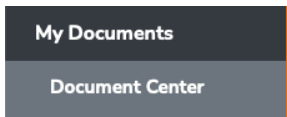
3. Under Documents Due, change your program to **All Programs**.

   Documents Due

Program	All Programs
	✓ 8/22/2023 Bachelor of Business Admin. – BUS – Macon Main Campus T...

   View Previously Submitted Documents ››

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

   Documents Due

   Program   All Programs ⌄

   View Previously Submitted Documents ››

   Showing 1 to 5 of 5 entries   Search [   ]

Document Name / Status	Due Date / Template
FA-Document Upload (Not Required) Requested	5/8/2024
SH-Insurance Card Requested - Required	
SH-Mercer Immunization Form Requested	
SH-MMR Shot Record Requested - Required	
SH-PPD/Quantiferon Requested - Required	

   Show [10 ⌄] entries   Previous [1] Next   Showing 1 to 5 of 5 entries

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, MMR Shot Record is typed 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.

Document Name	MMR Shot Record
	SH-MMR Shot Record
Upload Document	Browse... No file selected.
	UPLOAD

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 **SH** for Student Health. In this example, SH – MMR Shot Record was selected. Notice that the Document Name matches the selection from the drop-down menu.

Document Name	MMR Shot Record
	SH-MMR Shot Record
Upload Document	Browse... No file selected.
	UPLOAD

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.**

| Upload Document | Browse... 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.