

# Submitting a secure message in the Graham Health Center (GHC) Patient Portal

This guide will walk you through the process of sending a secure message to the Graham Health Center using the Patient Portal. Please use the portal for all health-related questions or concerns.

## Step One: Log Into the GHC Patient Portal

1. Visit the [Graham Health Center website](#).
2. Click on the **Patient Portal** button on the right-hand side of the home page.
3. Sign in using your Oakland University Net ID and password.
4. Enter your date of birth, then click on **Proceed**.
5. From the menu that appears, select **I would like to... send a secure message**.
6. On the next screen, click on **New message**.
7. From the available options, select **I want to send a message to the nurse**. Then click **Continue**.
8. A template for sending a message will appear. In the subject line, enter the topic of your message/question. In the text box, provide the details of your message or question. If you need to include an attachment to the message, click the box **Add attachment**. This will allow you to select a file from your device to attach to the message.  
  
***PLEASE NOTE:** Vaccine records may **NOT** be submitted here. Please return to the homepage of the patient portal and click on the **"Enter my COVID-19 Vaccine Information"** button to submit your vaccination record. COVID-19 vaccine records must be submitted using the **"Enter my COVID-19 Vaccine Information"** button. All other vaccine records should be submitted using the **Immunization Record Upload** section on the bottom left of the portal.*
9. Select the image/file you want to attach. Once selected, click **Open/Attach**.
10. The next section states: **Please compose your message in the space below:** clearly state your question and or need in your message.
11. Click **Send**. Your message has been submitted.
12. Once reviewed by GHC staff, you will see that your message was read. If necessary, you will receive a reply.

Hint: If you receive a message that your file is too large, please try saving as a PDF document and try again.

\*\* This is the current process as of July 26, 2021 \*\*