

Uploading your COVID-19 Immunization Record to the Graham Health Center (GHC) Patient Portal

This guide will walk you through the process of uploading your COVID-19 immunization record to the Graham Health Center Patient Portal.

Step One:

After you complete your COVID-19 Vaccine series (2 doses of Pfizer or Moderna, 1 dose of Johnson & Johnson) you will need to have an image/file to upload to the portal. If you are an International Student who has received one of the COVID-19 vaccines that is approved by the World Health Organization (WHO) you will follow the same steps.

If you are using a desktop computer, you will need to have a photo/image or scanned document saved. If you are doing this on your phone, you'll have an opportunity to take a photo of your vaccine card or upload a saved image. Saving as a PDF helps reduce the size of your file.

Step Two:

Log into the GHC Patient Portal

- Click on the Patient Portal button on the right-hand side of the GHC home page.
- Sign in to the portal using your Oakland University Net ID and password.
- Enter your date of birth, then click on Proceed.
- From the menu that appears, select I would like to... **Enter My COVID-19 Vaccine Information.**
- A new window will open. There are 3 sections in this window:
 1. The top section is for uploading an image of your document. If you are using your smart phone, you will be able to take a photo while in the portal. If you are on your desktop computer, you will select a saved file from our computer.
 2. The middle section is to enter the date(s) you received your vaccine and the name of the vaccine you received.
 3. The bottom section is to enter information about COVID PCR testing. This option is for anyone needing to submit COVID testing done outside of GHC. This will also require you to attach an image.
- You are **REQUIRED** to upload an image of your vaccine card/record. If there is no image/supporting documentation, the information will not be saved/entered into your record.
- Once all required information is entered, Click done.
- Your immunization record has been submitted!

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 June 21, 2021 **