# Uploading Your Influenza Vaccine Record

These instructions are only for those who *did not* receive their influenza vaccine from CUIMC Student Health on Haven in its offices located at 100 Haven Avenue. **If you received your vaccine in our offices, your vaccine record is already in our system.**

1. Navigate to the CUIMC Student Health on Haven Patient Portal:
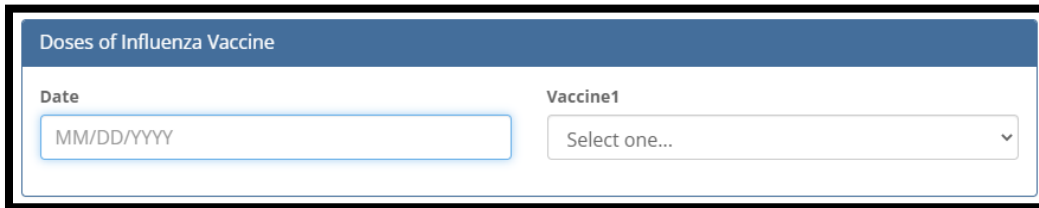   **https://portal.studenthealth.cuimc.columbia.edu**

2. After logging in, **select 'Medical Clearances'** from the left side menu.
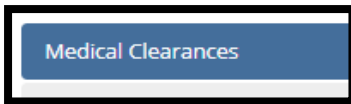
3. In the line labeled Influenza, **click 'Update'** to enter the record of your past vaccine(s).

4. In the pop-up box, **enter the date of your vaccine and select the vaccine you received**. *If the vaccine you received is not on the list, please choose the 'Flu-unspec' option.* After you've entered the details, **click 'Done.'**

5. Depending on your degree program, **select 'Update'** next to "Imm Form-Clinical" or "Imm Form-Nonclinical."

6. **Select 'Upload'** to add your influenza vaccine documentation.

7. Select and attach the file and **click 'Open.'**

8. If the item is readable, **click the 'Looks Good' button.**

Looks Good

9. Be sure to **click the 'Save'** button. This will allow CUIMC Student Health on Haven to see and verify your vaccine record.

Save

10. After you upload and submit your entry, it will **update from 'No Data' to 'Awaiting Review.'**

11. **'Additional Uploads'** is available if you have already submitted past immunization records.

12. Accepted upload formats include **gif, jpg, png, and pdf**. There is a **4MB** file size limit.

13. Please allow **up to 10 business days** for processing and verification.