Uploading Documentation and Accessing Immunization Records from the Patient Portal

1. To access your SHAC Health Portal, visit <u>https://shac.unm.edu</u>. Click on the red "SHAC Health Portal" Square as shown below.



2. Click on "Launch the SHAC Portal."

005		0				
nfectious Disease	JNAL NEd	lic	LLAI			
	For life-threat	Ĩ	iergencies, pl	ease call 9-1-1.		
About ▶	If you would like to g	ere	C staff member pl	and call SHAC at (EQE) 377 7176 during our regular		
Services 🕨	business hours.	(U	AC stall member, pre	ase call SHAC at (505) 277-5156 during our regular		
Costs & Insurance 🕨						
Health Promotion ▶		$\mathbf{\nabla}$				
Resources 🕨	Launch the	SHAC	Health Portal	a new student and you are logging in before the first day of classes or 2) if your department basn't		
Contact SHAC ►				updated your registration status in the Banner system.		
News						
Forms 🕨	Please Note:					
Jobs	We have upgraded our	Patient	Portal improving the	security of your healthcare data.		
	Access to the portal is linked to your UNM NetID. What does this mean?					
	You must use yourAll notifications from	OM SHA	letID to access the SHA C and your SHAC prov	C Patient Portal. iders will go to your UNM e-mail address.		
	If you cannot log in, please contact the UNM Information Technology Service Desk at 505-277-5757 or reset your UNM NetID Password at https://netid.unm.edu. If you require technical assistance unrelated to your password, please contact the SHAC Portal Support Team at shacosh@unm.edu.					
	Frequently As	sked	Questions			
	What is SUAC Hes	ith Der	to12			

3. Next log in. If this is your first time to log in, you may be asked to follow more steps. For those regularly using the portal from your device, you will enter your password. Two-factor authentication is required.



4. Once in the health portal, select "immunizations" or "upload" from the left side bar menu depending on whether you want to: (1) view, download, or print your immunization record from the electronic health record, or (2), you want to upload immunization records, a respiratory medical evaluation form, your insurance card, or some other medical-related document:



5. Once you click on "immunizations" from the side bar menu, you can clinic the green "print" button which will open up your records in a new tab where you can down load them as a PDF or print them. You can also enter immunizations using the blue bar below the "print" button. If you decide to enter your own immunization, we will still need an original record for nurse verification.



6. If you need to upload immunizations, lab tests, insurance cards, etc., please select an one of the options provided or enter a description under "other."

Advanced Directive		Select Fil
Counseling Correspondence	I	Select File
Immunization Records		Select File
Insurance Card		Select File
Mental Health Advance Directive	l	Select File
Other: Enter Description	1	Select File
Outside Medical Record	I	Select File
Respirator Questionnaire		Select File