



## STUDENT HEALTH & COUNSELING

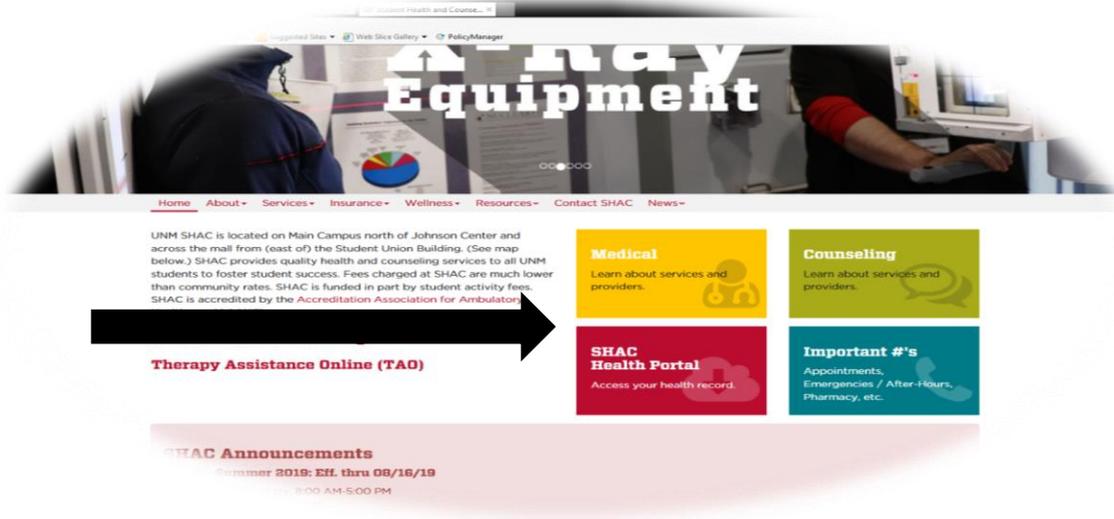
### **Compliance Appointments and Procedures for Students in Clinical Healthcare Programs**

Student Health & Counseling (SHAC) is committed to helping students succeed in their academic endeavors. This commitment extends to immunization compliance for clinical health programs. In order to make your clinical compliance review and visit as efficient as possible, please follow these steps:

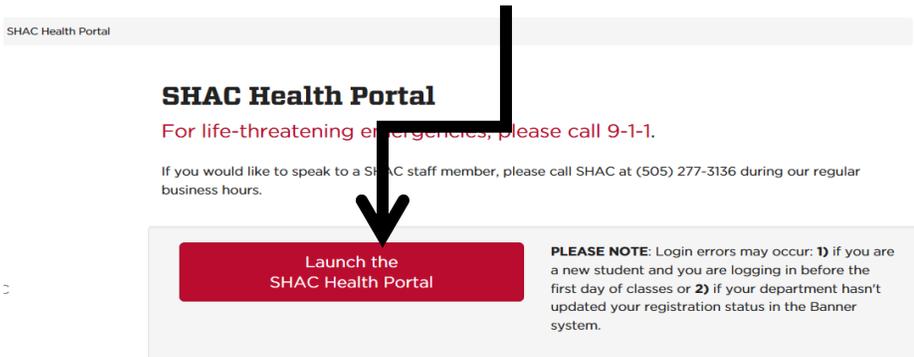
1. Log into the SHAC Health Portal using the same user name and password that you use for MyUNM. If you are a brand new student and have not yet registered for classes, please contact SHAC reception, 505-277-3136, and let them know when you will be starting classes and what program you are enrolled; New students will need to have been provided a banner ID and have a UNM username and password before they have access to the Health Portal.
2. Once you are logged into the portal, upload immunization/vaccine documents, TB test documents, and lab titers (antibody tests) that you currently have (see infographic below).
  - a. If you do not have all vaccines or other tests complete and would like to have them done at SHAC, we will be able to help.
3. The next step is to call 505-277-3136 to make an initial **telephone** appointment with an Allergy and Immunization nurse. At that appointment, the nurse will review with you the documents you have uploaded and what is still needed to meet compliance. The nurse will schedule you for an in-person visit if needed, order needed lab tests, and advise you on next steps.
4. Compliance letters for you to forward to your program will be sent to you via secure message in the SHAC Health Portal. You will be able to download a complete record of your vaccines and tests under the immunization tab in the portal.
5. Please see the infographics below if you are still unfamiliar with navigating the SHAC Health Portal

### **Logging into the SHAC Health Portal**

- To log into the SHAC Health Portal, please go to our website and follow the prompts, <http://shac.unm.edu/>

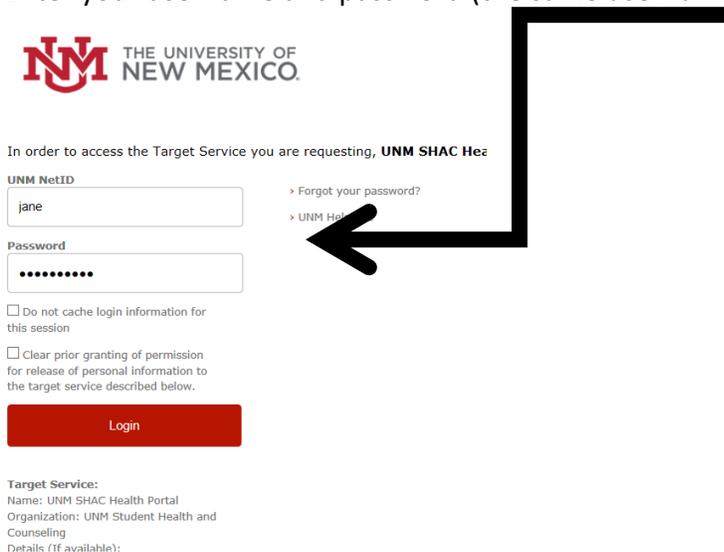


1. **Launch** the SHAC Health Portal by clicking



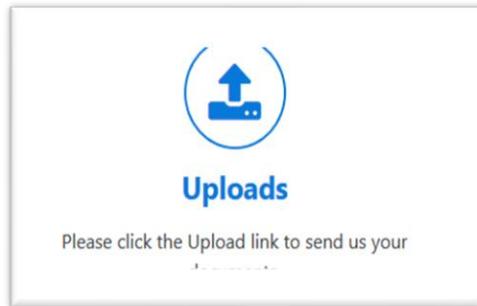
### Frequently Asked Questions

2. Enter your username and password (the same username and password you use for myUNM)



## Uploading Immunization Documents in the SHAC Health Portal

1. Once in the portal, and ready to upload immunizations and other compliance documents, select “upload”



2. Select the type of document you are uploading and click “select file”

### **Documents available to be uploaded:**

Counseling Correspondence  
Immunization Records  
Insurance Card  
Other: Enter Description  
Outside Medical Record  
Release Of Information Form  
Respirator Questionnaire

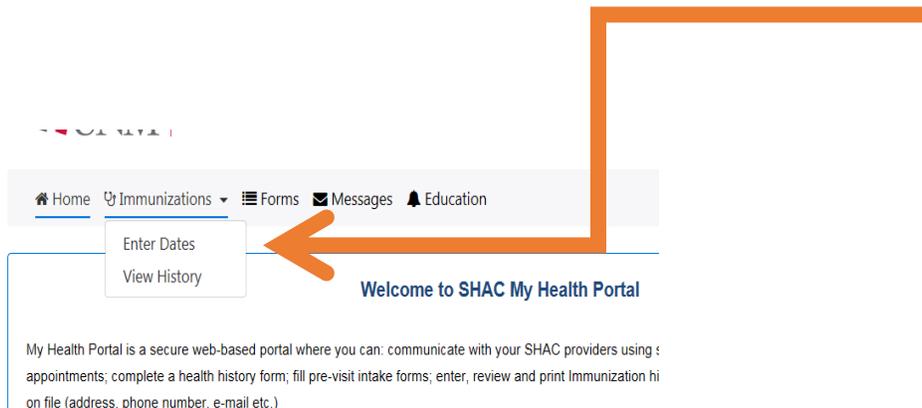
Choose document you are uploading:

Select File

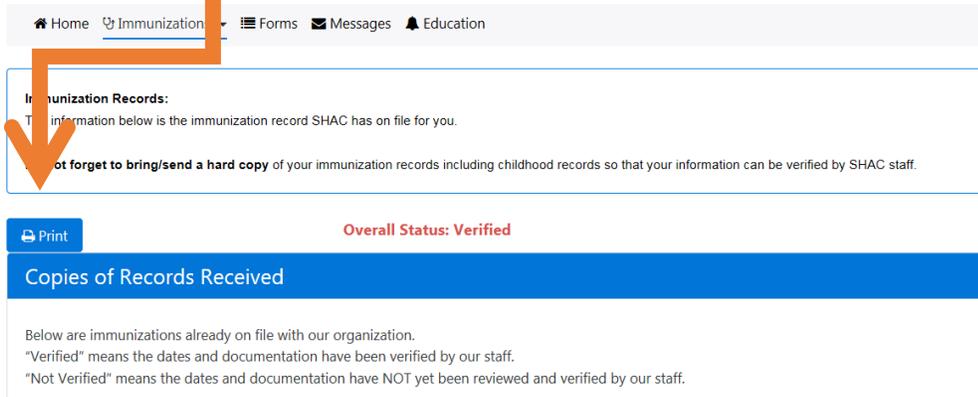
Documents already on file

## Downloading Immunization Records

1. Select the down arrow on the immunization tab and select “view history”



## 2. Press "print"



Home Immunization Forms Messages Education

**Immunization Records:**  
The information below is the immunization record SHAC has on file for you.  
**Do not forget to bring/send a hard copy** of your immunization records including childhood records so that your information can be verified by SHAC staff.

Print Overall Status: Verified

**Copies of Records Received**

Below are immunizations already on file with our organization.  
"Verified" means the dates and documentation have been verified by our staff.  
"Not Verified" means the dates and documentation have NOT yet been reviewed and verified by our staff.