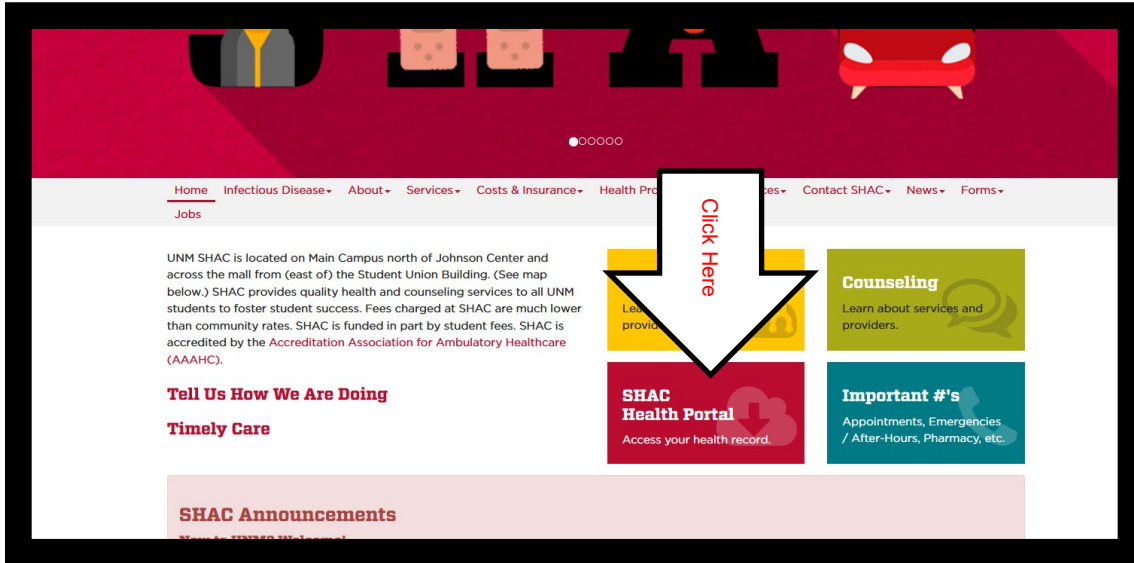
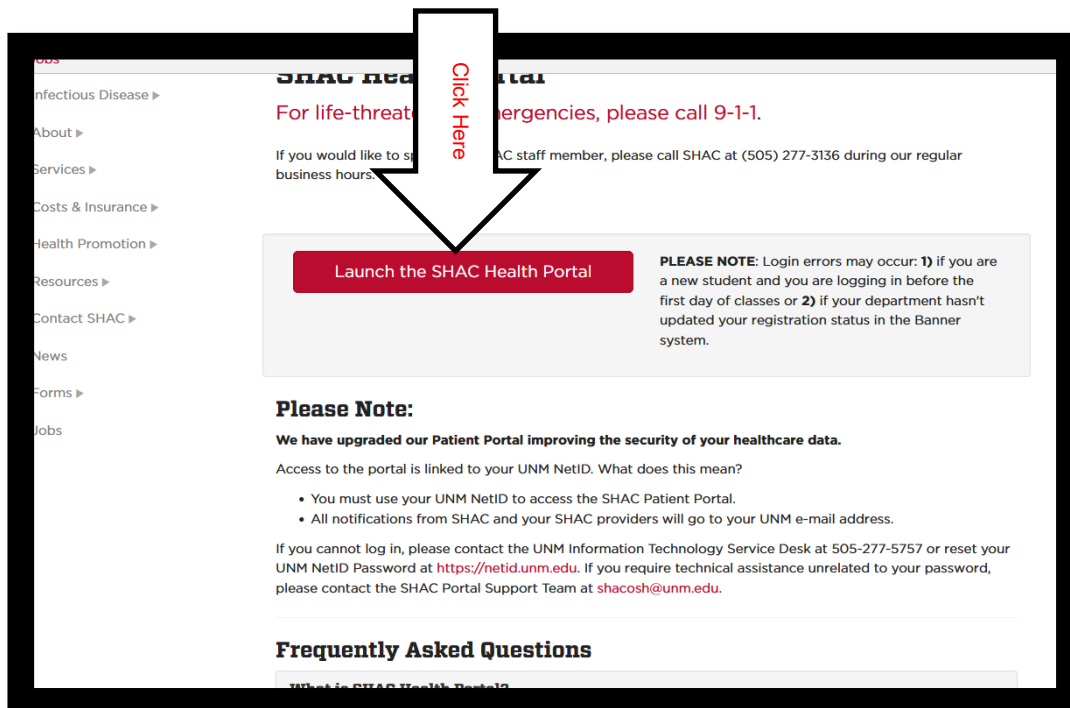


## Uploading Documentation and Accessing Immunization Records from the Patient Portal

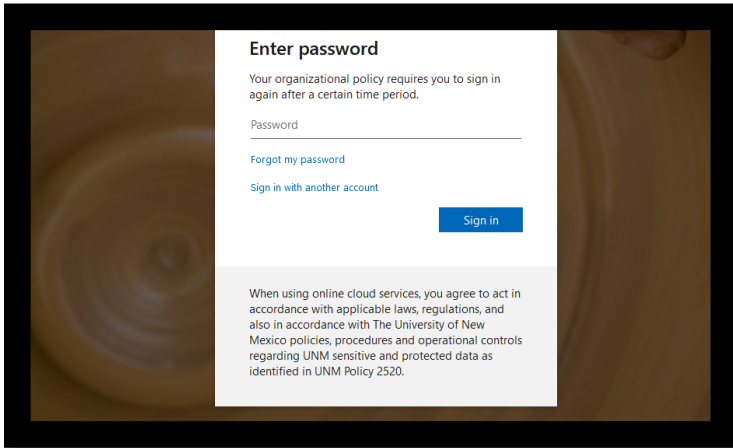
1. To access your SHAC Health Portal, visit <https://shac.unm.edu>. Click on the red “SHAC Health Portal” Square as shown below.



2. Click on “Launch the SHAC Portal.”



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 click the green “print” button which will open up your records in a new tab where you can download 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 one of the options provided or enter a description under “other.”

