COVID-19 Vaccination Upload Instructions via Healthy Stevens

1. Access “Healthy Stevens Portal” via myStevens.

2. Enter your Date of Birth (MM/DD/YYYY) to log in to the Healthy Stevens Portal
3. Select Requirements & Forms from the left navigation bar

4. Take note of the compliance requirements:

Requirements & Forms for Test Patient2

This forms processing page includes: Health Services, Counseling & Psychological Services (CAPS), & Athletic forms. You may need to scroll down to see all forms in this processing center.

To be fully compliant with your medical clearances and to avoid a hold you must make sure you have done the following:

1. Enter the dates of immunization for all immunizations. Failure to enter immunization dates will result in non-compliance with medical clearance requirements.
2. Upload a copy of your immunization record (Required).
3. All documents must be officially translated into English.
4. Please note your status will change from "Non-Compliant" to "Compliant" after your record has been approved by our clinical staff.

Overall Clearance Status: Not Satisfied

Physical Exam Date: None

Items required for clearance:
5. Locate the "COVID Vaccine" Item in the list and click "Update".

### COVID-19 Vaccine

Add your COVID-19 immunization information below.

#### COVID-19 Vaccination Card Upload

Upload

Please upload a copy of your vaccination card

#### COVID-19 Vaccine History

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Administered Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No history to display

Done
6. Click “Upload” for under COVID-19 Vaccination Card Upload, upload an image of your record/card, and verify the upload by selecting “Looks Good”.

**Verify Upload**

Does this image look correct? If it looks wrong for any reason (i.e., wrong orientation, too bright or dark, needs to be cropped), click Edit Image and use the image editor controls to adjust the image as appropriate.

7. Click “Add Immunization” and enter the date of your immunization (MM/DD/YYYY). Then select your immunization type from the drop down menu.

**Add Immunization**

Date

01/01/2022

Immunization

Select one...
8. Verify that all information is correct and select “Done”.

**COVID-19 Vaccine**

Add your COVID-19 immunization information below.

**COVID-19 Vaccination Card Upload**

Upload
Please upload a copy of your vaccination card

Remove
Edit/Comment

**COVID-19 Vaccine History**

Add Immunization

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Administered Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID19 AstraZeneca/Covishield</td>
<td>01/01/2022</td>
</tr>
</tbody>
</table>

9. You will receive a “Success” notification at the top of your page and your submission will be reviewed by clinical staff. Your status will change from “Non-compliant” to “Compliant” after your record has been approved.

Healthy Stevens Wellness Portal

- Success
  - Your immunization changes have been saved successfully.