

# Immunization Center Guide for Students

Once you have logged on to MyRecords <https://myrecords.nebraska.edu/> the below page will be generated. For Immunizations student will use the Immunization Center.

The screenshot shows the UNMC MyRecords Student Center dashboard. The top navigation bar includes the UNMC logo, 'MyRecords', and links for 'Student' and 'Sign Out'. Below this is a secondary navigation bar with links for 'Home', 'Academic Records', 'Admissions', 'Enrollment', 'Financial Aid', 'Student Accounts', 'Profile', and 'Other Resources'. The main content area is divided into several sections: 'Message Center' (with sub-sections for Holds, Messages, Notices Sent (5), and To Do List), 'Enrollment' (with a dropdown for 'Spring 2016' and a table of classes), 'Information' (with a date field showing 'Wednesday February 17, 2016'), 'What I Owe' (showing '\$ 0.00' and a 'Pay' button), and 'Financial Aid' (with a 'View My Financial Aid' link). At the bottom, there are sections for 'Profile' (with sub-sections for Address, Email, and Phone) and 'Academic Records' (with an 'Advisor' link). A red arrow points to the 'Immunization Center' link in the Message Center section.

Class	Description	Instructor	Credit Hours
HPSY-911-1	BEHVRL PSYCH.DEV ACROSS L	Rodriguez	3
HPSY-916-1	BEHAVIORAL PSYCH IN AUTISM	Zangrillo	3
HPSY-980-1	PRACTICUM APPLIED BEHVR AN	TBA	2
HPSY-999-1	DOCTORAL DISSERTATION	TBA	1

## Student Center:

Any To Do List Items from Student Health will be shown on this screen.

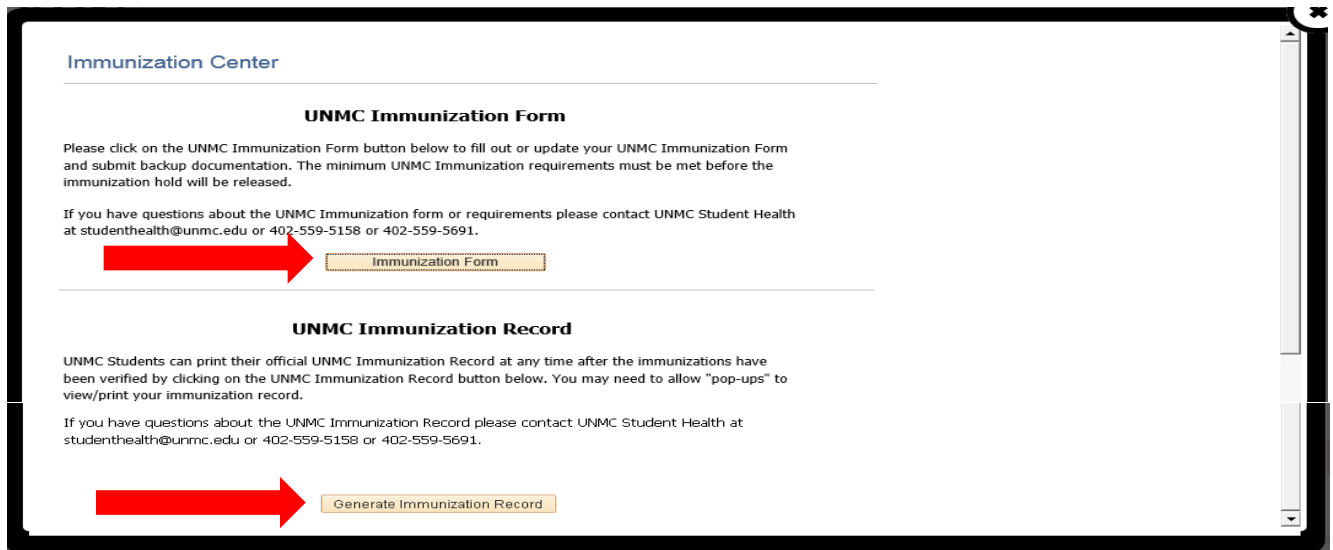
The screenshot shows the UNMC MyRecords Student Center dashboard with a 'To Do List' item highlighted. The 'To Do List' section is expanded, showing a red notification icon and the text 'UNMC Hep B Surface Anti Titer'. Below this, a detailed message explains the requirement: 'Please enter the date you received your Hepatitis B surface antibody titer result (a blood test to show immunity) in the UNMC Immunization Form and upload and submit backup documentation. UNMC Student Health requires all students to submit a Hepatitis B surface antibody titer even if he or she has had three Hepatitis B vaccinations. Complete this by clicking on the Immunization Center to access the Immunization Form. Then update the information and upload and submit backup documentation. If you already entered a date for this it was not accepted due to it not meeting the requirement. It could be that it is missing back-up documentation allowing us to verify the date. For questions please contact UNMC Student Health at studenthealth@unmc.edu or 402-559-5158 or 402-559-5691.' A red arrow points to the 'To Do List' link in the Message Center section.

## Immunization Center:

Click on the Immunization Center and it will bring up the following screen. From this screen you have two Options:

Immunization Form: This will allow you to Add/Change Immunization Dates

Generate Immunization Record: This will provide a summary of all Immunizations that have been entered into the Immunization Form.



## Entry into the Immunization Form:

Once you have read and reviewed the Required Immunizations -- **Scroll Down**

### Immunization Form

Step 1 of 2 1 2



#### PLEASE READ FIRST:

**This UNMC Student Immunization Form must be filled out completely. Click on this link <http://unmc.edu/familymed/studenthealth/required-immunizations/required-immunizations-checklist.pdf> for a checklist of requirements.**

Required immunizations are:

- MMR (Rubella - German Measles, Rubeola - Measles, & Mumps)
- Varicella (Chicken Pox)
- Tdap (Tetanus/Diphtheria/Acellular Pertussis)
- PPD (Tuberculosis screening)
- Hepatitis B
- Polio

See instructions below for specific Immunization information. *Please note that you only need to fill out the dates that apply to you under each immunization, you do not need to fill out every date.* You must submit at least one date for each required immunization in order to be able to submit your form to UNMC. After filling out the dates for each immunization please scroll down to get to the next immunization. For more information about the UNMC Immunization requirements policy please go to <http://unmc.edu/familymed/studenthealth>.

**Online only students:** please contact UNMC Student Health for further instructions.

If you have previously submitted immunization records to a University of Nebraska school that record will be marked verified and you do not need to add any data to that specific immunization unless notified to do so by UNMC Student Health.

#### Students Updating Immunization Records

Immunizations can be updated if the date received box is open, if there is already a date in the box you should be able to delete it and add the new date. If the date received box is not open please contact Student Health to assist you with updating your immunization. You must upload backup documentation for the immunization you wish to update. Do this by clicking on the "add/view attachment" button at the bottom of this page.

UNMC Student Health will send an email to your UNMC email address when your immunizations have been received and verified.

To contact UNMC Student Health email at [studenthealth@unmc.edu](mailto:studenthealth@unmc.edu) or call 402-559-5158 or 402-559-5691.

You are now ready to complete your immunization entries. **Please complete each section.**

**INFLUENZA (Flu Shot)**

The Influenza immunization is strongly recommended for all students (and is required for all Nursing Students). Please fill out below the date of your current flu shot.

**NURSING students must submit the date and documentation of a current flu shot each year prior to December 1.** Please type the date of your most recent flu shot over the old date in the "Seasonal Flu Shot" line. Once you upload backup documentation to UNMC Student Health by using the "add/view attachment" button below, please be sure to click on the "Save and Submit to University" button.

The screenshot shows a web form with a status of 'Not Verified'. Under the 'Criteria' section, there are two rows: 'Seasonal Flu Shot' and 'Health Waiver'. Each row has a 'Date Taken' field with a calendar icon. A red callout box with the text 'Enter date in the Date Taken Box.' has a red arrow pointing to the 'Date Taken' field for the 'Seasonal Flu Shot' row. The form also includes a search bar at the top right with 'Find', 'First', '1-2 of 2', and 'Last' options.

**This process will need to be completed for all sections**

Now that you have completed your entry into the immunization module, **SAVE** and then **Add/View Attachments** to upload your backup documentation. Make sure you click to Add/View Attachments and then on that page click to Save and submit to the University in order to submit your records.

**Your immunizations WILL NOT be submitted to UNMC Student Health until you upload and submit backup documentation.** You must upload backup documentation for every immunization updated. You can do this by clicking on the "add/view attachment" button below. Documentation can be from a doctor's office, previous school, childhood medical records, or any other official immunization documents. Make sure the documents are legible. Documents in a foreign language must include an official English interpretation. **NOTE:** When naming your backup documents do not include characters like ( ), < >, \*, " ", ? because file names including these characters will be considered invalid and will not be accepted.

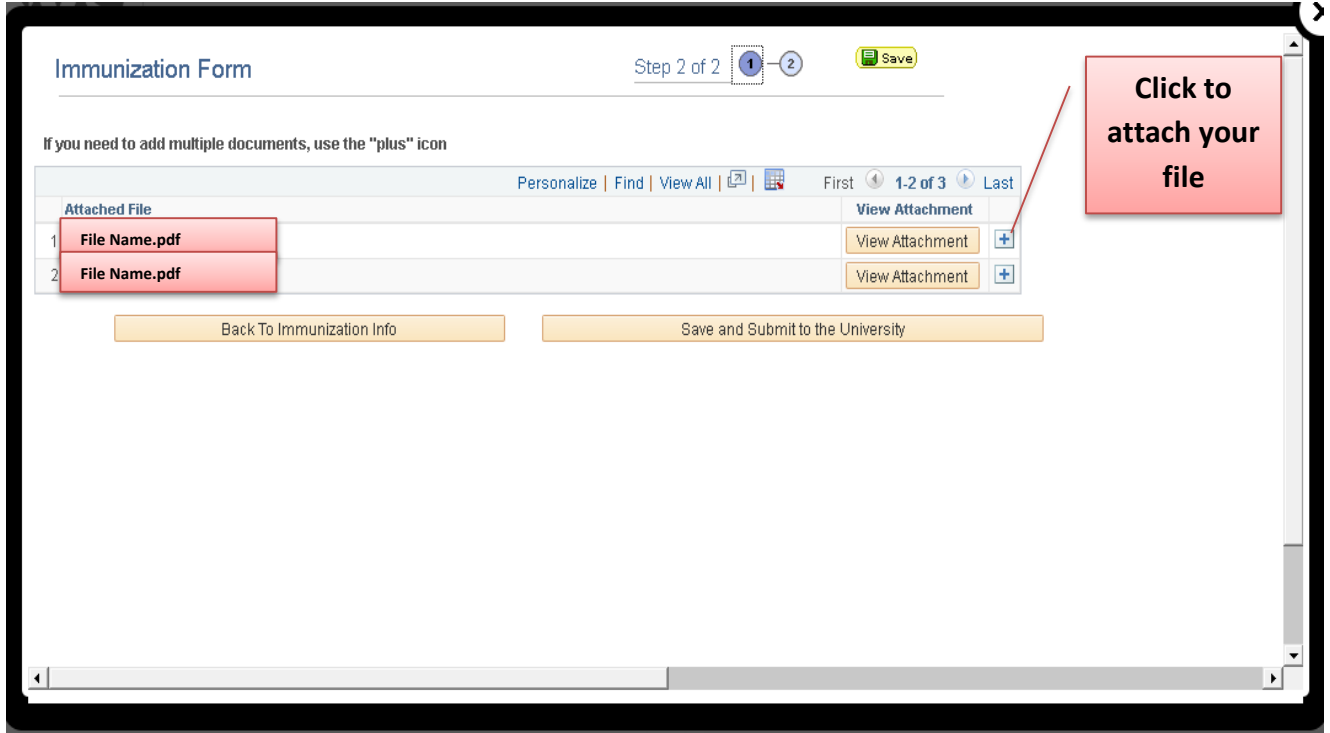
To view documentation attached to your immunization record click on the "add/view attachment" button below and then click to view the attachment you would like to view. You may need to allow "pop-ups" to be able to view the attachment.

Once your immunizations have been received and verified by Student Health and you have met the minimum immunization requirements the Immunization Hold will be released from your account and you will be able to register for classes. Please allow 3 to 5 business days for processing. UNMC Student Health will send an email to your UNMC email address when your immunizations have been received and verified.

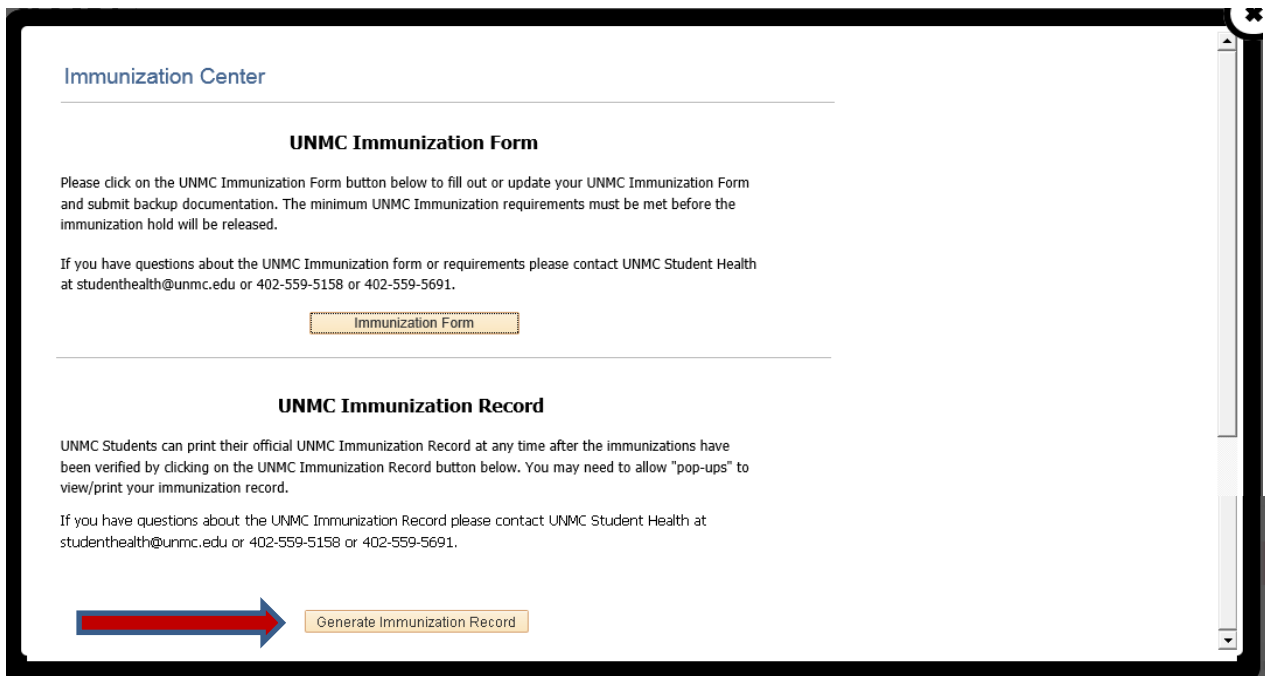
Please contact UNMC Student Health at [studenthealth@unmc.edu](mailto:studenthealth@unmc.edu) or 402-559-5158 or 402-559-5691 with any questions or concerns.



When you click on “Add/View Attachment” this page opens. Upload your backup documentation and then click **“Save and Submit to the University”** in order to submit your immunizations. The UNMC Student Health Staff will only receive your record after you have done this.



To get a print out of your UNMC Immunization Record click on **“Generate Immunization Record.”**



Example: Immunization Record

## Immunizations

NUID:  
Name:  
Date of Birth:

### Immunization Events

#### CPOX

Description	Date Taken
Positive Varicella Titer (immune)	07-18-2014

#### HEPB1

Description	Date Taken
Hepatitis B vaccination #1 (or Hep A&B #1)	08-02-1995
Hepatitis B vaccination #2 (or Hep A&B #2)	05-28-1996
Hepatitis B vaccination #3 (or Hep A&B #3)	11-14-1996
Hepatitis B Surface Antibody Titer Positive (immune)	03-04-2015
Hepatitis B Surface Antibody Titer Negative (not immune/equivocal)	07-23-2014
Hepatitis B 2nd Series vaccination #1	07-25-2014
Hepatitis B 2nd Series vaccination #2	08-26-2014
Hepatitis B 2nd Series vaccination #3	01-09-2015

#### MMR

Description	Date Taken
MMR vaccination 1	12-08-1989
MMR vaccination 2	07-06-1993

#### POLIO

Description	Date Taken
Polio vaccination (most recent date)	07-06-1993

#### TB

Description	Date Taken
PPD Skin Test-Negative 1	07-21-2014
PPD Skin Test-Negative 2	07-28-2014

#### TD

Description	Date Taken
Tet, Diph, Acellular Pertussis (Tdap) vaccination	08-18-2006

Please Contact Student Health with any questions.

Phone: 402.559.5158 or 402.559.5691 | Fax: 402.559.8118 | Email: [studenthealth@unmc.edu](mailto:studenthealth@unmc.edu)