

Uploading Immunization Records Instructions

PART 1: Uploading documents

Step 1: Go to Student Health Services page on CofC website

<http://studenthealth.cofc.edu/>

Step 2: Click “**Upload Records Here**” & login with CofC student login

Step 3: Go to uploads and select the type of document you are uploading (Immunization Record)

Step 4: Select immunization record from the files on your computer and click upload

Step 5: If you have multiple files, make sure to upload them **individually**

PART 2: Entering immunization dates manually

Step 1: Go to immunizations tab at the top of the website

Step 2: Click “**Enter Dates**”

Step 3: Manually fill in the dates of **each** of your vaccinations and click **submit**

Once you have completed these steps, please contact Student Health Services to have any holds removed due to non-compliance.