

Submitting Immunizations to Health Services

Per Illinois requirement 77 ILL. Adm. Code 694, all undergraduate students enrolled in 6 or more in-person credits or graduates enrolled in 4.5 or more in-person credits are required to submit documentation of the below immunizations:

- 2 documented doses of Measles, Mumps, and Rubella on or after 1st birthday or documentation of positive titers (lab work showing immunity)*
*Students born before 1957 are exempt from this requirement
- 3 documented doses of Tetanus, Diphtheria, and Pertussis.
 - One dose must be a Tdap and the most recent dose must have been given in the **last 10 years**.
- 1 documented dose of Meningococcal Conjugate given on or after 16th birthday**
**Students 22 and older are exempt from this requirement

How to obtain records

1. Contact your primary provider's office either via telephone or via their online portal (i.e. Mychart) to obtain a copy of your immunizations.
2. Contact your high school to obtain a copy of your immunizations.
3. If you are from **Illinois**, please visit <https://idphportal.illinois.gov/s/> and create an account. Here you will be able to determine if you have immunizations listed through the state website.
 - If you are from *Out-Of-State*: most states have an online immunization portal. You can google and determine if this applies to you.

****PLEASE NOTE ALL DOCUMENTS NEED TO HAVE NAME, DATE OF BIRTH, VACCINE GIVEN, AND DATE GIVEN TO BE CONSIDERED VALID.**

How to Submit Your Documents

- 1) Fax your records to (630)844-5611
- 2) Drop them off at the Wellness Center located at 1317 Marseillaise Place. A drop box near the entrance is available for after-hour document drop-offs.
- 3) Upload in your SpartanHealth Portal via your Okta.
 - ****Please note you must be registered for classes for your SpartanHealth Portal to be activated. It takes up to 2 days for account activation to occur.**

****PLEASE NOTE ALL DOCUMENTS NEED TO HAVE NAME, DATE OF BIRTH, VACCINE GIVEN, AND DATE GIVEN TO BE CONSIDERED VALID****

How to Upload Documents in Your SpartanHealth Portal

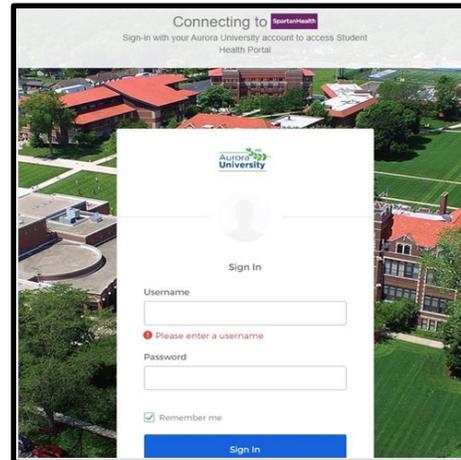
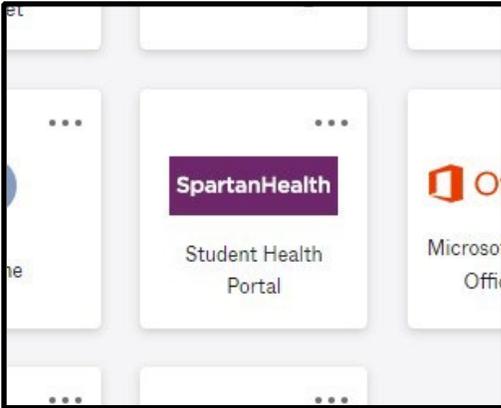
Access your SpartanHealth Portal

Visit aurora.studenthealthportal.com

(You will be directed to sign in with your AU email and password)

OR

Via Okta: click on the SpartanHealth Portal



Click on the 'Document Upload' tab in the green banner at the top.



Select document type from the drop-down menu, select the file from your computer or file, and click save.

**Please note acceptable file formats—JPEG & PDF



After you save, you will receive a notification that your document was uploaded.

Upload Document

Thank you for submitting your immunization documentation. Immunization records are reviewed and processed in the order that they are received. After your records have been processed, you will receive a message from Health Services regarding your compliance.

Please select the type of document, browse to choose the file and save. Documents with the following file formats can be uploaded: JPEG, TIFF, PNG, and PDF. Each file should not exceed 6MB.

You will receive a message from a nurse when your submission has been reviewed. This message will notify you if all requirements have been met or if additional documentation is needed.

