

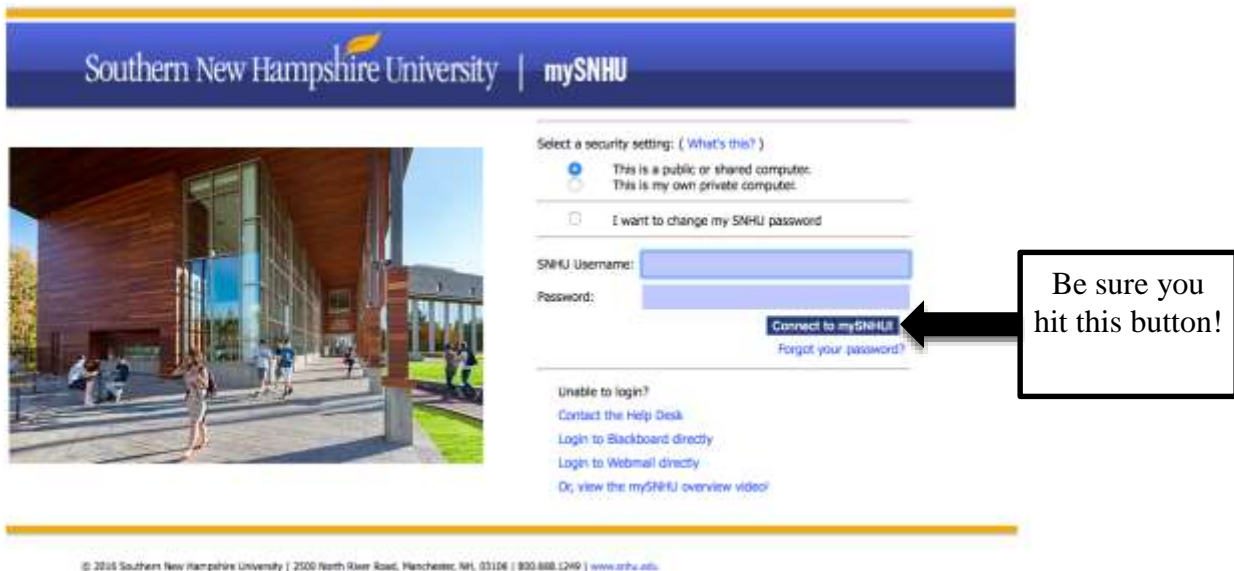
Medical Document Upload Instructions Through mySNHU Patient Portal

1. Navigate to Website

In a web browser navigate to the site: www.my.snhu.edu

2. Login

Login with your SNHU username and password



Southern New Hampshire University | mySNHU

Select a security setting: ([What's this?](#))

This is a public or shared computer. This is my own private computer.

I want to change my SNHU password

SNHU Username:

Password:

[Connect to mySNHU](#) [Forgot your password?](#)

Unable to login?
[Contact the Help Desk](#)
[Login to Blackboard directly](#)
[Login to Webmail directly](#)
Or, view the [mySNHU overview video!](#)

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3. Navigate to mySNHU Patient Portal

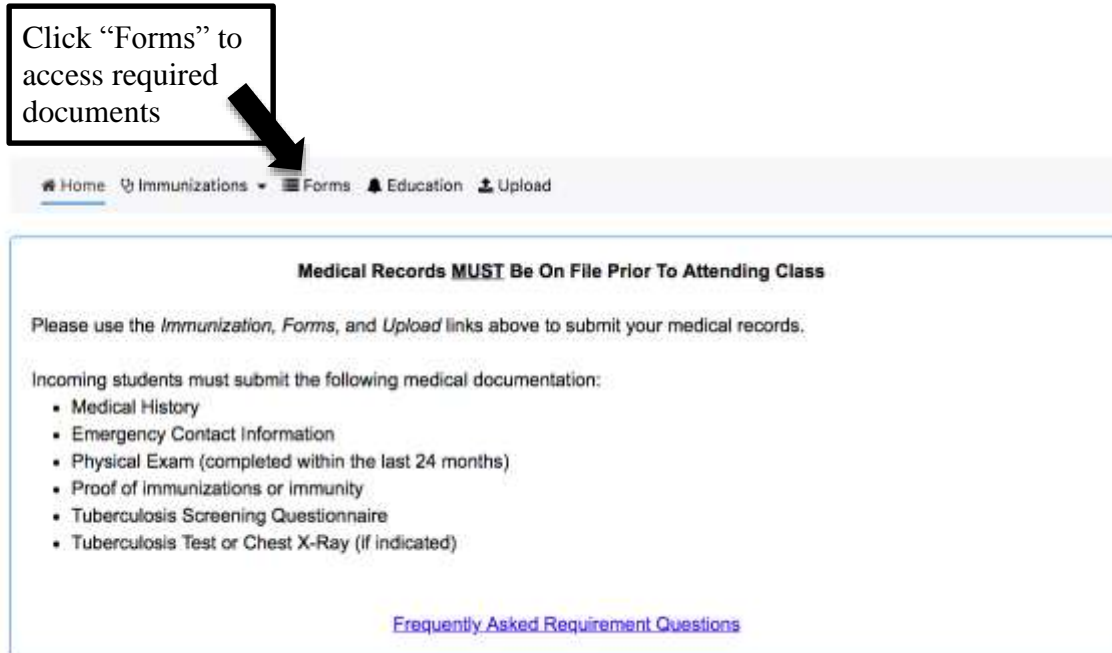
Once on the homepage scroll to the bottom of the page and under the Wellness-Campus Students header click “Patient Portal/Medical Records”. This will redirect you to the Patient Portal.



4. Navigate the Patient Portal

Once directed to the Patient Portal you can download and upload your documents.

Click "Forms" to access required documents



Home Immunizations Forms Education Upload

Medical Records **MUST Be On File Prior To Attending Class**

Please use the *Immunization, Forms, and Upload* links above to submit your medical records.

Incoming students must submit the following medical documentation:

- Medical History
- Emergency Contact Information
- Physical Exam (completed within the last 24 months)
- Proof of Immunizations or immunity
- Tuberculosis Screening Questionnaire
- Tuberculosis Test or Chest X-Ray (if indicated)

[Frequently Asked Requirement Questions](#)

5. Complete Required Online Forms

Complete Patient Bill of Rights and SNHU Medical History Form for NEW Students.

Required Online Forms

Patient Bill of Rights*

SNHU Medical History Form for NEW students*
All new incoming students and transfer students must complete this form prior to arrival on campus.

Downloadable Forms

Consent for Treatment of Minors
Students under 18 years of age must print this form, have it signed by a parent/guardian, and upload it using the "Upload" button at top of screen.

Tuberculosis Tests and X-Ray
If your TB Screen is positive, you must provide proof of negative TB Test (PPD/Mantoux/IGRA/Q-Gold/TSPOT) and negative chest x-ray report in English.

6. Complete Required Downloadable Forms

Scroll to the bottom of the page to download and complete “Physical Exam New Students”, “Required Immunizations” and Tuberculosis Screen”.

Please note your “Physical Exam for New Students” must be dated after September 1st 2016.

Your “Physical Exam for New Students” and “Required Immunizations” must be signed by your primary care physician or be printed on the organization’s letterhead.

Required Downloadable Forms

Physical Exam for New Students
Physical exam must be completed and signed by your doctor within the past 24 months. You may also submit a signed form from your doctor on their letterhead. You must upload a physical exam through Upload link, above, on this MySNHU Portal.

Required Immunizations
You must provide a signed copy of required immunizations. You must upload this form (signed) or your doctor's form on letterhead.

Tuberculosis Screen
You must complete this form and upload it in the Upload link, above, of this MySNHU Portal.

7. Upload your Documents

Once you have completed your documents you may save each document as a PDF, gif, jpg, jpeg, or txt. You may then click the “Upload” tap to select an appropriate title for your document and choose document to upload.

Home Immunizations Forms Education **Upload**

Instructions for Uploading Documents

- Using smartphone or scanner software, scan and upload images of your required documents.
- Images must be .gif, .png, .tiff, .jpg, .jpeg.
- Documents must be .txt or .pdf.
- File must be smaller than 4 MB. Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.
- Apps such as Genius Scan may be helpful.
- Be sure your file names do not include any special characters.

Documents available to be uploaded:

- Chest Xray
- Consent For Treatment Of Minors
- Immunization History
- Physical Form Completed By Health Provider
- PPD Results
- T-SPOT.TB/QuantIFERON.TB Gold
- TB Screening Form

Choose document you are uploading:

Select a title

Upload completed document

8. Input your Immunization Dates

Your last step is to upload your Immunization dates in accordance to the appropriate Vaccine.

Please note that your Immunization dates can be found on your

The image shows a screenshot of a web form for entering immunization dates. It features three input fields, each with a calendar icon to its right. The first field is labeled "Tetanus and Diphtheria Vaccine (Td or DTaP) Primary Series" and contains the placeholder text "mm/dd/yyyy". The second field is labeled "Varicella (Chickenpox) Immunization Dose #1" and also contains "mm/dd/yyyy". The third field is labeled "Varicella (Chickenpox) Immunization Dose #2" and contains "mm/dd/yyyy". Below these fields are two blue horizontal bars labeled "Alternative to Vaccine" and "Recommended". At the bottom left is a blue "Submit" button. Two callout boxes with black borders and arrows point to specific elements: one points to the calendar icon of the first field with the text "Utilize the calendar icon to select the appropriate month/day/year", and the other points to the "Submit" button with the text "Be sure to click 'Submit' to save all of your dates."

Tetanus and Diphtheria Vaccine (Td or DTaP) Primary Series

mm/dd/yyyy

Varicella (Chickenpox) Immunization Dose #1

mm/dd/yyyy

Varicella (Chickenpox) Immunization Dose #2

mm/dd/yyyy

Alternative to Vaccine

Recommended

Submit

Utilize the calendar icon to select the appropriate month/day/year

Be sure to click "Submit" to save all of your dates.

9. Done

Congratulations! You have successfully completed your medical requirements. Should a nurse have questions pertaining to your medical information they will communicate with you via your SNHU email address.

If you have any questions, comments, or concerns please do not hesitate to contact the Wellness Center at 603-645-9769.