Step-by-step instructions for navigating the Immunization Compliance process on the Columbia Health Patient Portal:

Step 1: Complete the Pre-Matriculation/Registration Immunization Form and complete the meningitis decision form on the Patient Portal (see instructions for certifying your decision). Obtain supporting documentation for each required vaccine.

Step 2: Log in to the Patient Portal at secure.health.columbia.edu or via the link on the Columbia Health website.

Step 3: Sign in to the Patient Portal using your UNI and password.

On the following screen, enter your date of birth and click ‘Proceed’.

For employees who are also students and are submitting student-related documentation: please select “Student” when the window appears.
Step 4: You will arrive at the Patient Portal home page. Select ‘Medical Clearances’ from the left-hand menu.

![Patient Portal Screenshot]

Step 5: Upload the Immunization Form by clicking [Update] next to “Upload Immunization Files” (bottom row under Items required for clearance).
Step 6: Upload the Immunization Form by clicking Upload in the pop-up window.

![Upload Immunization Files](image)

Step 7: After selecting and uploading, review your record and make any necessary edits.

![Verify Upload](image)

After the immunization document(s) is successfully uploaded and in review you can view your document by clicking on the image. Upload additional documents, such as supporting documentation, by clicking Upload again.

![Immunization Records or Columbia University MMR Form](image)
Step 8: Return to the Medical Clearances menu and input immunization dates for Measles, Mumps, Rubella, COVID, Meningitis ACWY*, and Seasonal Influenza** (as required) by clicking Update next to each vaccine.

Note: this step needs to be repeated for each vaccine individually. Select ‘Done’ on each screen when completed.

*If you selected “Yes” to receiving the meningitis ACWY vaccine within the past 10 years, you will need to enter dates (a new row will appear in the Items required for Clearance table).

**Seasonal Influenza vaccines must be received on or after August 1 of the current academic year. If receiving a no-cost flu vaccine from Columbia Health, your record will automatically be updated.

Example of Measles:
Remember to complete this step for each vaccine received. Your submission detail for each vaccine will change from ‘No Data’ to ‘Awaiting Review.’

[Image of a webpage showing a table with columns for Clearance, Status, and Details. The data indicates satisfaction status for various health aspects.]  

What happens next:

Once the (1) Immunization Form and supporting documentation is uploaded and (2) dates of immunization are entered for each required vaccine, your submission status will be queued for review. Please allow up to 15 business days for processing—Columbia University does not expedite the processing of forms.

If further action is required, you will receive an email to your Columbia email account with instructions.

You will receive a confirmation email once your record has been processed and the hold has been lifted. Your submission status on the Patient Portal will change from ‘Not Compliant’ to ‘Compliant.’ You may also check your SSOL account to verify your hold has been removed.

[Image of a webpage showing a table with columns for Clearance, Status, and Details. The data indicates satisfaction status for various health aspects.]