

# Step-by-step instructions for uploading immunization records on the Columbia Health Patient Portal:

**Step 1:** Complete the Pre-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](https://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.

The image shows the login page for Columbia University Health. At the top, it says 'COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK'. Below that is a warning about phishing emails. The main section has the 'COLUMBIA HEALTH' logo. There are two input fields: 'UNI' and 'PASSWORD'. Below the 'UNI' field is a 'UNI Help' link. Below the 'PASSWORD' field is a 'LOGIN' button and a 'clear' link.

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

The image shows a confirmation screen from the Columbia University Health Portal. It says 'Welcome back! To confirm your identity, you must provide the following additional personal information:'. Below this is a 'Date of Birth:' label. There are two dropdown menus for the date and month. At the bottom are 'Proceed' and 'Cancel' buttons.

**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.

Columbia Health - Morningside\Manhattanville

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## Home for Cat TEST

You last logged in: 3/28/2025 10:38 AM [Log Out](#)

I would like to...

[Schedule an Appointment](#)

You have 3 unread secure messages. [Go to Messages](#)

**Attention Columbia Health Medical Services patients**

**Please note:** The last check-in for Medical Services visits is 30 minutes before the [end of business hours](#). After hours, students may call 212-854-7426 to be connected to a clinician for urgent concerns.

**No Walk-in Policy:**  
Due to continuing concerns around COVID-19, all Medical Services appointments must be pre-scheduled online. WALK-INS WILL NOT BE ACCEPTED.

**Same-day Nursing Appointments:**  
Some routine appointments with a registered nurse can be seen in person on the same day: vaccinations, tuberculosis skin testing, allergy injections, emergency contraception, and pregnancy screen.

In addition, a limited number of same-day appointments for an urgent concern are available after speaking with a nurse.

Please call 212-854-7426 to schedule a same-day appointment with a nurse.

**In Person Appointments:**  
Patients with in person appointments will be asked to use hand sanitizer and wear a face covering until you are seen.

**Zoom Telehealth Appointments:**

- If you are currently residing outside of New York State, please contact Medical Services at 212-854-7426 for assistance.
- If your visit type is Telehealth, your provider will be meeting with you via Zoom.
- A few minutes before the scheduled appointment time, log on to this Patient Portal and go to your Appointments.
- On your Appointments page, click on 'Check-in to Online Appointment' to let your provider know you are online.
- After your provider starts the meeting, you will be able to click on 'Click here to join the meeting.' The telehealth appointment between you and your provider will begin. Note that you may be prompted to download the Zoom app, if it is not already installed.
- For more information and screenshots on how Zoom Telehealth appointments work, [click here](#).

**Step 5:** Upload the Immunization Form by clicking [Update](#) next to "Upload Immunization Files" (bottom row under *Items required for clearance*).

Overall Clearance Status: <span>✖</span> Not Satisfied				
Items required for clearance:				
Clearance		Status	Details	
Columbia Health Notice of Privacy Practices	<a href="#">Update</a>	<span>✖</span> Not Compliant	<a href="#">No Data</a>	<a href="#">Satisfied</a>
Measles	<a href="#">Update</a>	<span>✖</span> Not Compliant	<a href="#">No Data</a>	<a href="#">Not Satisfied</a>
Meningitis Decision Form	<a href="#">Update</a>	<span>✖</span> Not Compliant		<a href="#">Not Satisfied</a>
Meningitis Vaccine		<span>✖</span> Not Compliant	<a href="#">No Data</a>	<a href="#">No Data</a>
Mumps	<a href="#">Update</a>	<span>✖</span> Not Compliant	<a href="#">No Data</a>	<a href="#">Satisfied</a>
Rubella	<a href="#">Update</a>	<span>✖</span> Not Compliant	<a href="#">No Data</a>	<a href="#">Not Satisfied</a>
Upload Immunization Files	<a href="#">Update</a>	<span>✖</span> Not Compliant	<a href="#">No Data</a>	

**Step 6:** Upload the Immunization Form by clicking **Upload** in the pop-up window.

**Upload Immunization Files**

Upload Immunization Files **Upload Needed**

- Download the Pre-Registration Immunization Form below
- Please use the **Upload** button below to submit documentation related to the following
- Measles, Mumps, Rubella Vaccines
- Meningitis Vaccines
- Documents and Forms related to a medical or religious exemption request

**Download**

**Preview** **Download**

**Upload**

Status: Upload Required

**Cancel** **Save**

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

**Verify Upload**

Does this image look correct? If it looks wrong for any reason (i.e., wrong orientation, too bright or dark, needs to be cropped), click **Edit Image** and use the image editor controls to adjust the image as appropriate.

**Immunization Record**  
Retrieved on 2018-03-18 at 17:38

YYYY-MM-DD	Diphtheria	Tetanus	Polio	MM	Measles	Mumps	Rubella	Hepatitis B	Hepatitis A	Other	Additional Info
1999-07-10	✓	✓	✓	✓							DTaP-IPV-Inf Diphtheria, Tetanus, Pertussis, Polio, Inf
1999-09-08	✓	✓	✓	✓							DTaP-IPV-Inf Diphtheria, Tetanus, Pertussis, Polio, Inf
1999-11-15	✓	✓	✓	✓							DTaP-IPV-Inf Diphtheria, Tetanus, Pertussis, Polio, Inf
2000-04-28					✓	✓					MMR Measles, Mumps, Rubella
2000-10-11	✓	✓	✓	✓							DTaP-IPV-Inf Diphtheria, Tetanus, Pertussis, Polio, Inf
2001-05-12								✓			MM Meningococcal
2001-10-17								✓			Var Varicella
2003-05-09					✓	✓					MMR Measles, Mumps, Rubella
2004-07-21	✓	✓	✓	✓							DTaP Diphtheria, Tetanus, Pertussis, Polio
2011-09-23								✓			HB Hepatitis B
2011-09-23								✓			MM-C-ACYW-135 Meningococcal

**Adjust**

**Reset** **Save**

Brightness 0

Contrast 0

**Rotate Right** **Rotate Left**

**Edit Image** **Looks Good**

**Cancel Upload**

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.

**Upload Immunization Files**

Upload Immunization Files **Upload Needed**

- Download the Pre-Registration Immunization Form below
- Please use the **Upload** button below to submit documentation related to the following
- Measles, Mumps, Rubella Vaccines
- Meningitis Vaccines
- Documents and Forms related to a medical or religious exemption request

**Download**

**Preview** **Download**

**Upload Received 3/30/2023 10:37 AM**

**Show Uploaded Document**

Status: In Review

**Additional Uploads**

**Upload**

**Upload Immun...** **Screenshot 202...** **Screenshot 202...**

1 of 2

**Remove** **Remove**

**Edit/Comment** **Edit/Comment**

**Cancel** **Save**

**Step 8:** Return to the Medical Clearances menu and input immunization dates for Measles, Mumps, Rubella, and Meningitis Vaccine\* 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 to receiving a meningitis vaccine within the past 5 years, you will need to enter dates (a new row will appear in the Items required for Clearance table).*

Overall Clearance Status:  Not Satisfied		
Items required for clearance:		
Clearance	Status	Details
Columbia Health Notice of Privacy Practices	Not Compliant	Not Satisfied
Measles	Not Compliant	Not Satisfied
Meningitis Decision Form	Not Compliant	Not Satisfied
Mumps	Not Compliant	Not Satisfied
Rubella	Not Compliant	Not Satisfied
Upload Immunization Files	Not Compliant	No Data

#### Important note about the Measles requirement

You can prove your immunity to measles by inputting the dates in just **one** of the three options below and uploading the proof of vaccination in the "Upload Immunization Files" section.

Measles (rubeola)

Doses of Measles or MMR Vaccine

Date 1  
MM/DD/YYYY

Vaccine1  
Select one...

Date 2  
MM/DD/YYYY

Vaccine2  
Select one...

Measles Antibody Titer (blood test)

Date  
MM/DD/YYYY

Result   
☐ Positive ☐ Negative
















Previous Infection

Date of Disease  
MM/DD/YYYY

Cancel

Done

Remember to complete this step for each vaccine received. Your submission detail for each vaccine will change from 'No Data' to 'Awaiting Review.'

Overall Clearance Status:  Not Satisfied			
Items required for clearance:			
Clearance		Status	Details
Columbia Health Notice of Privacy Practices	<a href="#">Update</a>	 Not Compliant	Not Satisfied 
Measles	<a href="#">Update</a>	 Not Compliant	Awaiting Review 
Meningitis Decision Form	<a href="#">Update</a>	 Not Compliant	Not Satisfied 
Meningitis Vaccine		 Not Compliant	No Data 
Mumps	<a href="#">Update</a>	 Compliant	Satisfied 
Rubella	<a href="#">Update</a>	 Compliant	Satisfied 
Upload Immunization Files	<a href="#">Update</a>	 Not Compliant	No Data 













## What happens next:

Once the Pre-Registration Immunization Form and supporting documentation is uploaded and 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.

\*Please note: once you upload a document through to "Upload Immunization Files," the status on the 'Details' column will remain 'Not Satisfied' until we have reviewed your document. Once reviewed, the status will change to 'Compliant.'

**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 (Morningside/Manhattanville students) or My TC Portal (TC students) to verify your hold has been removed.

Overall Clearance Status:  Satisfied			
Items required for clearance:			
Clearance		Status	Details
Columbia Health Notice of Privacy Practices		 Compliant	Satisfied 
Measles	<a href="#">Update</a>	 Compliant	Satisfied 
Meningitis Decision Form		 Compliant	Satisfied 
Mumps	<a href="#">Update</a>	 Compliant	Satisfied 
Rubella	<a href="#">Update</a>	 Compliant	Satisfied 
Upload Immunization Files	<a href="#">Update</a>	 Compliant	Satisfied 