COVID-19 Vaccination Record Submission Process

The following tip sheet guides UCSF students through the process of uploading their COVID-19 vaccination record:

1. Go to <u>https://ohsportal.ucsfmedicalcenter.org/</u> and click on the button.

UCSF Occupational Health Portal	Home Menu					Welcome	Log off
Welcome to your Occupat	tional Health Porta	I					
	Sub COVI Vaccir Rec	mit D-19 nation cord	COVI (SARS- Declir	D-19 CoV2) nation			
	Upcoming Appointment(s)	Outreach Clinic(s)		Service Request(s)			
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2. Attach the vaccination record by clicking on the Browse button. After attaching the vaccination record, check SARS-CoV-2 (COVID-19) Vaccination and click the Submit to Occupational Health button. Once you click submit, your vaccination record has been uploaded and you will not be able to return to this page.

UCSF Occupational Health Portal Home	Menu	Welcome	Log off				
Submit External Provider D	ocumentation						
Employee ID	First Name	Birth Date					
Attach Documentation Browse							
Please select specific vaccination(s)/immunization(s)							
SARS-COV-2 (COVID-19) Vaccination	TD (Totapus, Diphtheria) Vaccination						
□ Varicella Titer							
Additional Information							
Submit to Occupat	Submit to Occupational Health						
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3. Your vaccination record has been successfully submitted to Occupational Health Services. Thank you.

UCSF Occupational Health Portal	Home	Menu	Welcome	Log off
Success				
Your External Provider vaccination/immunizati	on informa	tion is submitted to Occputaional Health successfully.		

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