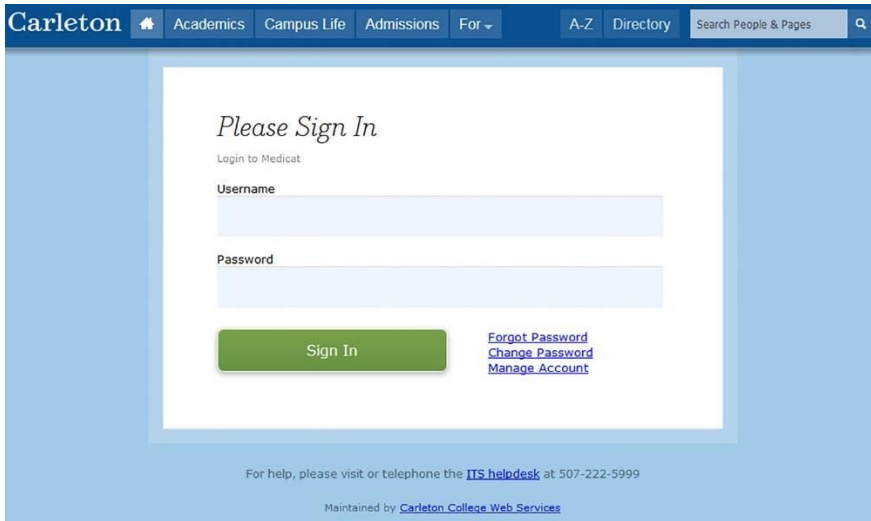


Instructions for Entering Immunizations into *mySHAC* portal and Providing Your Records to SHAC

(MUST be completed by July 1, 2020):

1. Go to Carleton's *mySHAC* Patient Portal – <https://go.carleton.edu/mySHAC> – and sign in to your account using your Carleton username and password.



The screenshot shows the Carleton mySHAC Patient Portal login page. At the top, there is a navigation bar with the Carleton logo and menu items: Academics, Campus Life, Admissions, For, A-Z, and Directory. A search bar is also present. The main content area is titled "Please Sign In" and includes a "Login to Medicat" link. Below this are two input fields for "Username" and "Password". A green "Sign In" button is located below the password field. To the right of the button are three links: "Forgot Password", "Change Password", and "Manage Account". At the bottom of the page, there is a footer with the text: "For help, please visit or telephone the ITS helpdesk at 507-222-5999" and "Maintained by Carleton College Web Services".

2. From the top menu at left, single click on "Immunization" and then select "Enter Dates". **Carleton REQUIRES dates of immunization for Section "1. Required Immunizations"**, but we encourage you to enter in all known immunizations in Sections "2. Recommended" and "3. Other Immunizations" as well. (We have found it proves helpful for students to have all their immunizations recorded in a single location, not only to help us provide the best quality of care but also for easy access for off-campus or post-graduation programs or employment.) All information must be in English. Please use "mm/dd/yyyy" format for all dates (e.g. March 27, 1998 would be "03/27/1998").

Welcome! Here, you can schedule medical appointments, complete required appointment forms, cancel any appointment, upload files and immunization records, communicate with staff and medical providers via our secure messaging platform, and access other resources regarding your health on campus.

- Click APPOINTMENT to schedule a medical appointment.
- Click MESSAGES to send or read secure messages with our medical and counseling providers and staff.

Explore SHAC's [website](#) to find out more about how to access care and the wide variety of services offered.



Forms

Required Forms for incoming students and Language Associates, separate from those needed for specific appointments. (Required Appointment Forms appear in green under 'Upcoming Appointments'.)



Messages

You have 0 unread message(s).



Uploads

Click "Upload" to place Immunization and TB Documents as well as other files in your official Electronic Health Record.

- Enter date of one (1) dose of immunization against meningococcal (Menactra, Menomune, Menveo, or other A,C,Y,W-135), either initial or booster, **administered upon or after reaching age 16.**
- Enter dates of two (2) doses of immunization against measles, mumps and rubella (MMR or individual vaccines). **Dose #1 given at age 12 months or later; Dose #2 given at least 28 days after first dose.**
- Enter date of (1) dose of immunization against tetanus and diphtheria (TDAP preferred, Td Booster also acceptable) **received on or after September 1, 2010.** If TDAP is unavailable, you must enter your last Td Booster under Section "4. Alternate To Required" *if it was received after September 1, 2010.* If received prior to September 1, 2010, you must get a Tetanus Diphtheria (Td) Booster.

Note: If you have not received MMR or TDAP immunizations, you may enter alternate vaccinations (see Step #7) that meet the requirements under Section "4. Alternate To Required". While TDAP is preferred, Td is also acceptable but must be entered in Section 4 instead.

REQUIRED

Meningitis Vaccine (Menactra, Menomune, Menveo, Other A,C,Y,W-135)	<input type="text" value="mm/dd/yyyy"/>	
MMR Dose #1 (Measles, Mumps, Rubella)	<input type="text" value="mm/dd/yyyy"/>	
MMR Dose #2 (Measles, Mumps, Rubella)	<input type="text" value="mm/dd/yyyy"/>	
TDAP Vaccine	<input type="text" value="mm/dd/yyyy"/>	



Submit

6. Section “4. Alternate To Required” should only be completed if you did not have the immunizations required in Section 1. Alternates to MMR #1 & #2 include two doses each of Measles, Mumps and Rubella or positive Titer results for each of the diseases (Measles, Mumps and Rubella). Alternately, a history of each disease can also be recorded so long as your records indicate this from a medical professional. If TDAP has not been received, indicate date of most recent Td Booster. If received prior to September 1, 2010, you must get a new Tetanus Diphtheria Td Booster.
7. After you enter dates of all required and any other optional immunizations, scroll to the bottom of the page and click the “Submit” button.
8. After you click the “Submit” button, **note that dates will not be displayed in the form after submission. Please do not click submit multiple times.** You should see a confirmation screen that states “Your Immunization Information Has Been Saved Successfully.” After information is entered, you may check the accuracy of your record by clicking on “Immunization” and selecting “View History”.
9. As you review your information, if any of your immunizations were entered incorrectly, re-enter by clicking on “Immunization” and then selecting “Enter Dates”, and re-submitting any incorrect data. Note: Incorrect entries will continue to show, along with corrected dates, in your History until SHAC staff can verify your information (upon receipt of hard copy of your immunization record).

Note: Based on individual circumstances, there may be other requirements or recommendations.

****After you have entered the immunization dates online, please submit a hard copy of your immunization record from your health care provider/school to SHAC.** There are 4 easy ways to do so:

- 1) Use the 'Upload' feature to place the record from your health care provider/school directly into your chart.

- 2) Scan the document(s) and email to: shac@carleton.edu
with the subject line "Immunization Record for [insert student's name]".
 - 3) Fax your record(s) to: (507) 222-5038
 - 4) Mail a copy of your records to: Student Health and Counseling
Attn: Immunization Record Hard Copy
Carleton College
One North College Street
Northfield, MN 55057
-

**Instructions for Completing Tuberculosis (TB) Risk Assessment form in *mySHAC* portal
(MUST be completed by July 1, 2020):**

1. Go to Carleton's *mySHAC* Patient Portal – <https://go.carleton.edu/mySHAC> – and sign in to your account using your Carleton username and password.

From the top menu or the home page icons, click on “Forms” and then select “Tuberculosis (TB) Risk Assessment”.

3. Enter your answers to questions 1-8 (all are required) and then click “Submit”. **IMPORTANT:**
 - If you answer “No” to questions 2-8 and you have not lived in a country with a high incidence of TB, you have completed Carleton’s requirement.
 - If you answer "Yes" to any of the questions 2-8 or have lived in a country with a high incidence of TB, your health care provider must complete and sign the [TB Clinical Documentation Form](http://apps.carleton.edu/studenthealth/newstudents) (<http://apps.carleton.edu/studenthealth/newstudents>).

Following the appointment with your health care provider, submit the TB Clinical Documentation Form via upload, e-mail, fax or mail to Student Health and Counseling along with hardcopy results of a Tuberculin

Skin Test (TST, PPD or Mantoux) or IGRA blood test performed after March 15, 2020. Please include any chest x-ray results if applicable.

Note: Based on individual circumstances, there may be other requirements or recommendations.

There are 4 easy ways to send your TB Clinical Documentation form and supporting test results:

- 1) Use the 'Upload' feature to place the record from your health care provider/school directly into your chart.
- 2) Scan the document(s) and email to: shac@carleton.edu
with the subject line "Immunization Record for [insert student's name]".
- 3) Fax your record(s) to: (507) 222-5038
- 4) Mail a copy of your records to: Student Health and Counseling
Attn: Immunization Record Hard Copy
Carleton College
One North College Street
Northfield, MN 55057

Note to International Students:

- If possible, complete the required immunizations and TB testing before leaving your country. Immunizations and other medical treatments may be more costly in the United States. The Carleton Student Injury & Sickness Plan may cover required immunizations in certain circumstances. However, there will be expenses if you need to have a Tuberculin Skin Test (TST, PPD, or Mantoux), IGRA blood test or a chest x-ray in the United States.
- All students from countries with a high incidence of TB (as well as those students who have a history of BCG vaccination) that have not had an IGRA blood test will be required to attend a TB screening appointment at SHAC (Ground Level, Davis Hall) on Thursday, September 5, 2019. Students who cannot attend MUST make an appointment within two weeks of their arrival at Carleton. During that session, students will discuss their risk factors with one of SHAC's health care providers and will be required to have an IGRA test. At this time the IGRA test is covered by Carleton's Student Injury & Sickness Plan for International students only.