

Instructions for Uploading COVID-19 Vaccine Record to Patient Portal

1. Please log in to your [Patient Portal](#) using your Pepperdine NetworkID and password.

Central Authentication Service (CAS)

Enter your NetworkID and Password

NetworkID:

Password:

LOGIN

Medicat

Pepperdine CAS Reminders

By logging in via CAS, you agree to abide by the University's [Computer and Network Responsible Use Policy](#).

This Central Authentication Service (CAS) provides single sign-on access to most Pepperdine University web services for the next two hours.

Security warning for shared use computers: The only reliable way to sign out of CAS or other web applications is to exit your web browser.

LOG OUT OF ANY SHARED USE COMPUTER BEFORE YOU LEAVE IT

2. Select “**Immunizations**” in the gray navigation bar/menu at the top of the webpage.



3. Select the appropriate COVID-19 Vaccine section – International vs. US Authorized.

Print

Not Compliant

COVID-19 U.S. Authorized Vaccines

OR

COVID-19 International Vaccines

Submit

Enter one or all immunizations and then click the Submit button once.

4. Select the type of COVID-19 vaccine you received and input your date(s) of immunization.

Print Not Compliant

COVID-19 U.S. Authorized Vaccines

Janssen (Johnson & Johnson) COVID-19 Vaccine

mm/dd/yyyy

Moderna COVID-19 Vaccine

Dose 1 mm/dd/yyyy

Dose 2 mm/dd/yyyy

Pfizer COVID-19 Vaccine

Dose 1 mm/dd/yyyy

Dose 2 mm/dd/yyyy

Submit

COVID-19 International Vaccines

Enter one or all immunizations and then click the Submit button once.

Submit

5. Submit immunization dates.

Print Not Compliant

COVID-19 U.S. Authorized Vaccines

Janssen (Johnson & Johnson) COVID-19 Vaccine

mm/dd/yyyy

Moderna COVID-19 Vaccine

Dose 1 mm/dd/yyyy

Dose 2 mm/dd/yyyy

Pfizer COVID-19 Vaccine

Dose 1 03/04/2021

Dose 2 03/26/2021

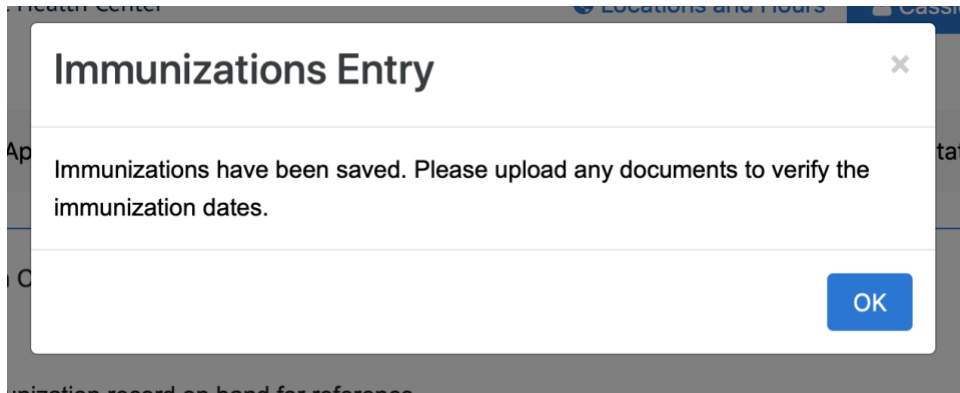
EXAMPLE

Submit

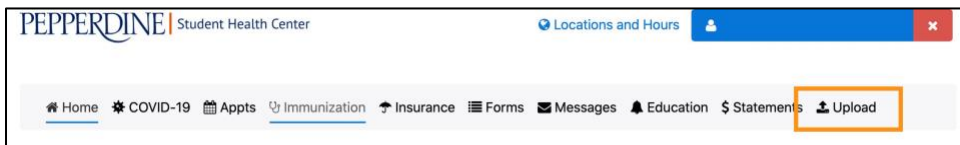
COVID-19 International Vaccines

Enter one or all immunizations and then click the Submit button once.

Submit



6. Select **“Upload”** in the gray navigation bar/menu at the top of the webpage.



7. Follow the instructions listed at the top of the **“Upload”** webpage.

Step #1: Scan and save your documents individually to your local computer. This is completed outside of the Patient Portal using your scanner software. If you are uploading multiple documents, you will need to scan and save each document as a separate file on your local machine. For example, if you are uploading a copy of your insurance card and your immunization record, you need to scan and save each one as a separate file.

- Images must be .gif, .png, .tiff, .jpg, .jpeg. Documents must be .txt or .pdf
- Files must be smaller than 4 MB
- Scan in black and white, or at a setting of 150 DPI to achieve a smaller file
- Be sure your file names do not include any special characters.

Step #2: In the section below, there is a list of documents that can be uploaded, choose the document you are uploading in the “choose document you are uploading” drop-down menu.

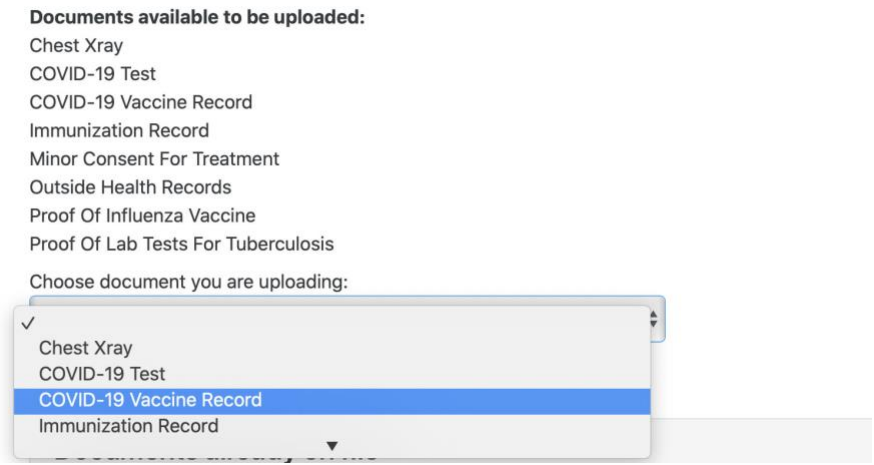
Step #3: Next, click on “select file” and locate the file on your local machine. Select the file.

Step #4: You will then click the “upload” button. The document will be listed below as a confirmation the document was added to the queue. If you made a mistake, you may delete the file by clicking on the “x” at the end of the document name, which is listed next to the change box.

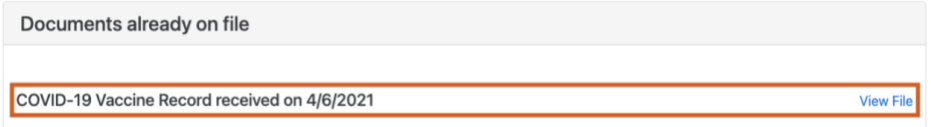
Step #5: Repeat steps 2-4 for each document you are uploading.

Step #6: All documents you have chosen to upload will appear below the “documents already on file” section as a confirmation they were successfully uploaded.

8. Make sure to select **“COVID-19 Vaccine Record”** when choosing the document you are uploading.



9. The document uploaded will appear below the **“Documents already on file”** section as a confirmation that it was successfully uploaded.



Questions?
Please contact the Student Health Center at 310.506.4316, option 3.