

Subject: From Campus Health Services: Please report out-of-state COVID-19 vaccinations
Date: Tuesday, July 20, 2021 at 1:02:23 PM Eastern Daylight Time
From: UofL Update
To: UofL Update
Attachments: image001.png

Cardinal Community,

Campus Health Services is gathering student and employee vaccination data to determine our university community's vaccination rate. This information is important for university administration to have as we continue developing our COVID-19 response plans. Campus Health Services already has access to university members' immunization data through the Kentucky immunization registry. Out-of-state immunization records, however, are not available to us.

If you were vaccinated out of state, please use the instructions below to upload your COVID-19 vaccination documentation to our secure health portal. If you were vaccinated in Kentucky, you do not need to submit any documentation.

Thank you for helping the CHS team gather this important information. In coming weeks, we will have a COVID-19 vaccination rate dashboard added to the university's COVID-19 website, but we need your help to ensure we have all our university members' data.

Thank you,

Campus Health Services

Instructions for submitting out-of-state COVID immunization records

1. Have a copy of your immunization card in a PNG, JPG, GIF or PDF format ready.
2. **If you were vaccinated in Kentucky, please do not submit any documentation.**
3. Go to <https://louisvilleportal.pointnclick.com>
4. Click the "Student, Staff and Faculty" button at the top of the page.
5. Microsoft login screen will open. Sign in using your ULink ID and associated password.
6. "Stay Signed In" screen will appear. Click "No."
7. Confirm your identity by entering your date of birth and click "Proceed."
8. You should now be on the main page of the Campus Health Patient Portal.
9. Select "Immunization Upload" from the bottom of the menu (Step 1 below).
10. Select "Add Immunization Record" at top of screen (Step 2 below).
11. Click "Save" (Step 3 below).
12. Log out of the portal.

