URI Health Services Patient Portal

- On your phone or PC, navigate to [Health.URI.edu](http://Health.URI.edu)
- On the left-hand side, click on “Patient Portal”.

You will be redirected to the Patient Portal login screen.

- You may enter your username and password to login or, if you have not already done so, you may register your account on the site by clicking “Sign Up”.
To register to use the site, you will need your University ID Number (this is your 100#).

- When you login, you will see the Patient Portal Home screen.
To Input Your Immunization History:

- Click on the “Immunization” menu button. When it drops down, select “Enter Dates”.
  - If using a PC, the screen will appear similar to this:
  - From your phone, the menu will look similar to this:
• You will then be presented with places to submit the dates of your various immunizations.
  o Note: If you received an immunization that is not required, you may enter it under “Other (Not Required)” or “Alternate to Required (History of Disease/Titer Results)”.

• Once you have entered the dates of all of your immunizations, click the “Submit” button at the bottom of the page.

• After you click on submit, the following message will appear:

  ![Immunizations Entry]

  Your immunization information has been saved. Now you must navigate to the UPLOAD screen to upload your documentation to be verified by Health Services. You will not be considered compliant with the immunization requirements until you have uploaded your documentation and Health Services has verified your records.

• Click “OK” and then click on the “Upload” menu.
• Once on the Upload page, read the instructions and then select “Immunization Record” from the drop down menu.

• Once you have selected to upload your Immunization Record, click on the “Select File” button to choose the document that contains your immunization history.
  o If you are using your phone, your phone’s camera will be activated and you can simply take a picture of the document.
Once you have selected your file, click the “Upload” button.
• After you click on the “Upload” button your Immunization Record, along with the upload date, will be displayed at the bottom of the screen in the “Documents already on file” section:

• Got to the Forms section of the Patient Portal and complete the “Patient Required Forms”.

[Image of the Patient Portal and Immunization Record section]