

Employee Upload Process for Flu Vaccine 2023-2024 Guide

University of California flu vaccine requirement: According to the “Seasonal Influenza Vaccination Program” attachment within the [UC Policy on Vaccination Programs](#), all covered students, faculty, other academic appointees, and staff are **required** to get vaccinated against influenza or opt out. The deadline to provide this information to UCR will be **December 1, 2023**, of the academic year.

While the requirement applies to those who will be living, learning, or working on campus, all members of the campus community - and their families - are strongly encouraged to get the flu vaccination. Those employees with an approved 100% remote work agreement on file do not need to submit their vaccine status.

How to provide your flu vaccine information to campus

Please note that your Medical Clearances record will show as "non-compliant" until you either provide your flu vaccine information or indicate you have declined the seasonal flu vaccine as instructed below.

Starting on August 31 through December 1 of the academic year, employees and students have access to the Student Health Center’s immunization record system. Employees can log into the portal via standard campus multifactor authentication (MFA). This secure system is isolated to only information provided by the employee and does not connect to other health records an employee may have at other healthcare locations.

- Click on the patient portal link: [Patient portal](#).
- Click on the third blue box, “View My Medical Clearances/Vaccination Records,” in the center of the page

Home for [blurred]
You last logged in: [blurred] [Log Out](#)

Welcome to Student Health and Counseling Services/Employee Health Records

I would like to...

- Schedule an Appointment
- (Students Only) Send or View Secure Message
- View My Medical Clearances and Vaccine Records**
- View My Medical Records
- View My Lab Results

- On the next screen, you will see directions for **adding your Influenza immunization** or **submitting a declination**
 - To **Provide** your Influenza Vaccine date and name for the current year:
 - Click the green **“Update”** button in the “Influenza Vaccine” section

Items required for clearance:

Clearance	
COVID-19 Boost 2023-2024	<input type="button" value="Update"/>
Influenza Vaccine	<input type="button" value="Update"/>

- Click “Add Immunization” under Influenza Vaccine History

Influenza

SEASONAL INFLUENZA
Influenza vaccines need to be dated 8/31 or after for each new influenza season. Please see CDC influenza vaccine recommendations and FAQ's: <https://www.cdc.gov/flu/about/season/index.html>

Influenza Vaccine History

Immunization	Administered Date
<input type="button" value="Add Immunization"/>	

- Input the date of your Influenza vaccine, and in the drop-down, select the vaccine type you received OR select “Flu nasal unspec (Influenza nasal unspecified)” and then click “save.”

Add Immunization

Date	Immunization
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Select one..."/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

4. Click “Done” and your information will be saved. You **do not** need to upload a copy of your flu vaccination record.

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Influenza Vaccine History

Add Immunization

Date	Location	Status

Done

5. You are now compliant for this year's Influenza Vaccine.
6. If you have any question please send us a message at ehsochealth@ucr.edu or call us **(844) 827 - 6827**