

## How to Send a Secure Message with Vaccine Documentation

### Employee Patient Portal (PnC) Secure Message Guide

This guide is intended to be used by individuals who require a vaccination clearance for working with animals and/or insects.

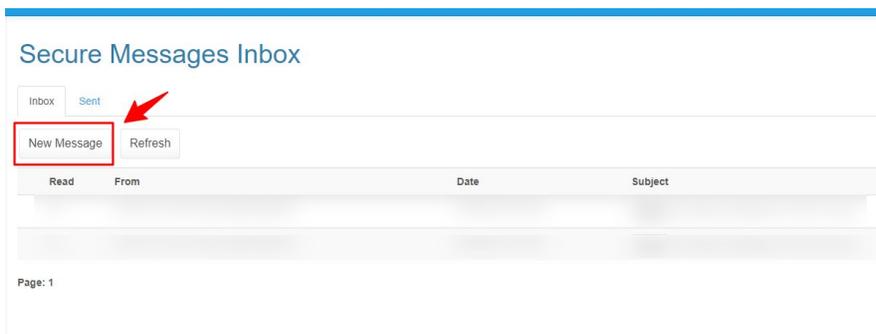
1. Click on the patient portal link: **Patient portal**.
  - If you are not directed to the UCR Employee Health Record System or are unable to login, please contact UCR ITS for assistance:
    1. Tel: 951-827-4848
    2. To Place a Support Ticket with ITS: [UCR - Home - UCR - Portal \(service-now.com\)](#)
2. Select the 2<sup>nd</sup> box option “Send or View Secure Message” located at the center of the homepage.

#### Welcome to Student Health and Counseling Services/Employee Health Records

I would like to...



3. Select “New Message” located at the top left of the homepage.



4. Select the second radio button titled “Send a message to the Occupational Health for Employee”

**Please choose from the following options:**

**Select One**

Send a message to the Immunization Team

Send a message to the Occupational Health for Employee

Request a Case Management FERPA Release Form

Report a COVID-19 Case

5. Select “Continue”

**Please choose from the following options:**

**Select One**

Send a message to the Immunization Team

Send a message to the Occupational Health for Employee

Request a Case Management FERPA Release Form

Report a COVID-19 Case

6. Select the Subject field, you may type in the vaccine name followed by your First and Last Name(s).

## Compose New Secure Message

**Recipient:** OCCUPATIONAL HEALTH, FOR EMPLOYEE  
**Message Type:** Standard Secure Message

**Subject:** Tetanus Vaccine - First Name Last Name

**Attachments:** Add attachment...

Please compose your message in the space below.

7. Select “Add Attachment” to view your desktop/laptop’s (PC) “File Explorer” to add your saved vaccine documentation to the message.

## Compose New Secure Message

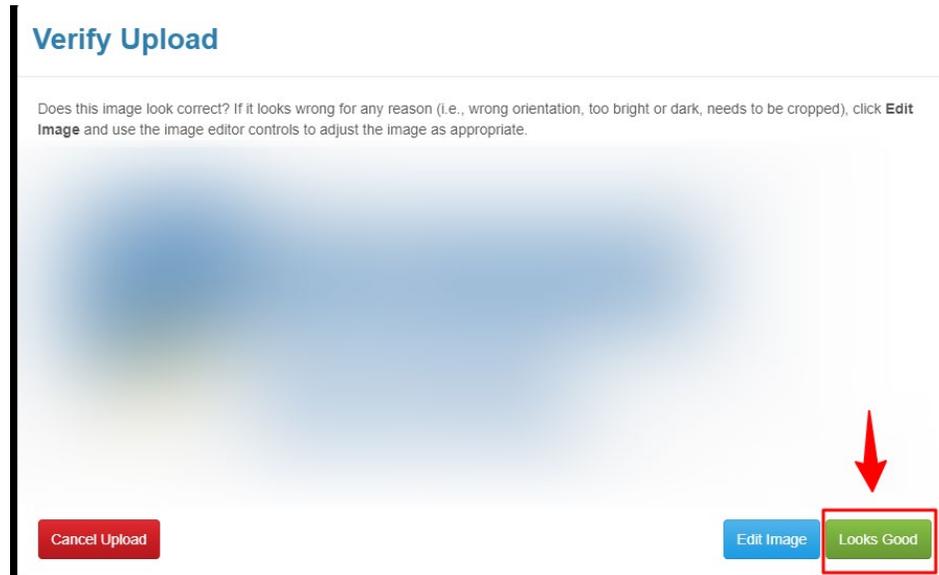
**Recipient:** OCCUPATIONAL HEALTH, FOR EMPLOYEE  
**Message Type:** Standard Secure Message

**Subject:** Tetanus Vaccine - First Name Last Name

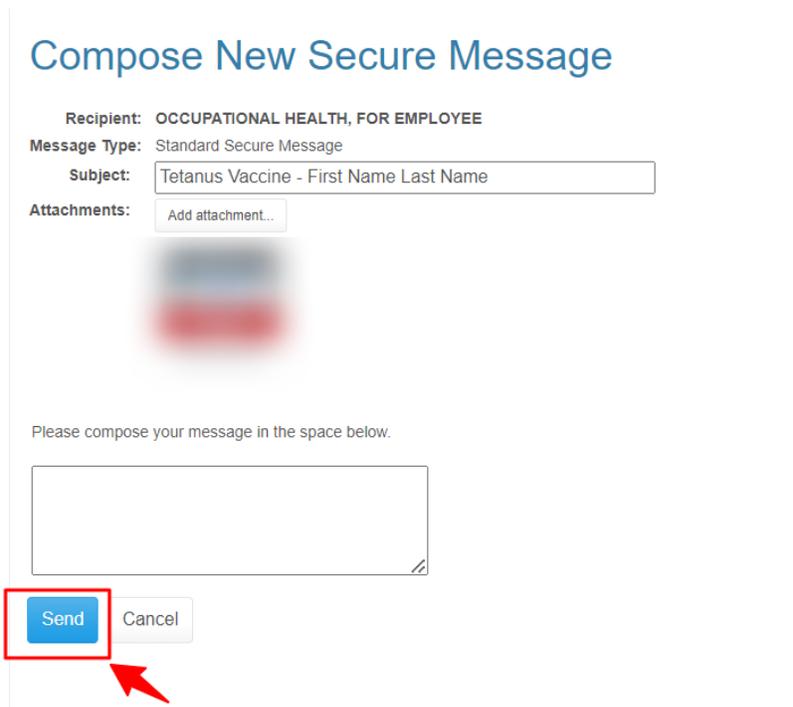
**Attachments:** Add attachment...

Please compose your message in the space below.

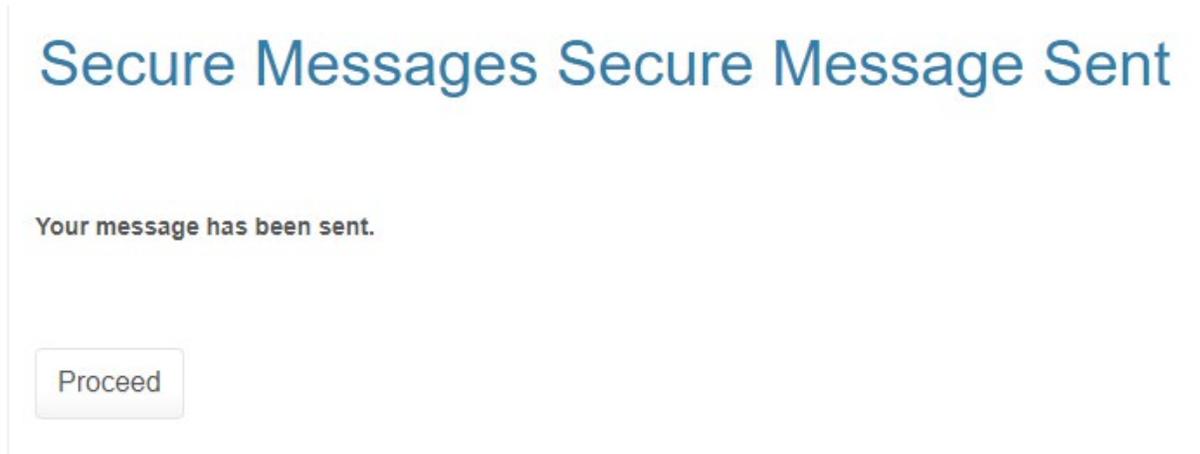
8. Confirm documentation is correct,: select “Looks Good” option to prepare to upload.



9. Click “Send” to finalize message and send to the Occupational Health for Employee inbox.



10. "Your message has been sent." message will display when you have successfully sent your message to the Occupational Health for Employee inbox.



**For any questions, concerns, or troubleshoot regarding this process please contact Occupational Health via email at [ehsochealth@ucr.edu](mailto:ehsochealth@ucr.edu)**