Step One:
Visit the Columbia Health Patient Portal

Direct URL: https://secure.health.columbia.edu

Also Linked from our website
• Click on Secure Messaging

Or

• Click on Make an Appointment
Step Two: Log in using your UNI
Step Three:
Enter your Date of Birth

Then Click Proceed
Step Four:
In the left menu of the patient portal home page, click on the “Forms” Link.
Step Five:
Select the Immunization
Entry Form
Step Six:
Enter the dates on which you:

- Received two doses of the MMR vaccine
  - Complete Question 1 Only

Or

- Had the blood test for MMR
  - Complete Question 2, 3, & 4

Or

- Had the individual vaccines
  - Complete Questions 5, 6, & 7

Or

- The combination of the above that applies to your specific situation
Step Seven:
Scroll to the bottom of the page and upload the required supporting documentation using the “Add Immunization Record” button.

Each page of your immunization records should be attached as a separate file.

Failure to upload your supporting documentation correctly will significantly delay processing and removal of your registration hold.
Step Eight:
Click “Submit Final” button when you have entered your dates and uploaded all of the required supporting documentation.

Please note – once you click submit final you will NOT be able to edit this form.

Other Notes:
• You can save partially complete work and return later by choosing the “Save Partial” option.

• Until you click “Submit Final” we are unable to review and process your immunization records.