

## Accessing student health portal

- 1) You need to go to [Student Health Portal](#)
- 2) You will sign in with office 365 where you use your trincoll.edu email.
- 3) Once you are logged in you are on our portal. This is what it will look like:



- 4) As you can see you can upload documents. Click on “document upload” and this is what you will see:

The image shows a screenshot of the 'Upload Document' form. The title 'Upload Document' is at the top. Below the title, there is a prompt: 'Please upload your jpeg pdf document.' Underneath this is a 'Document Type' dropdown menu with 'Covid Vaccine card' selected. Below the dropdown, there is another prompt: 'Please upload your Covid 19 vaccine card. This includes if you got the booster as well.' Underneath this is a 'File' input field with a 'Browse...' button to its right. At the bottom of the form is a 'Save' button.

- 5) Once you select the image of your vaccine card all you need to do is click on the save button. Once you do it will go into your chart.

If you are having any issues please feel free to call the health center at 860-297-2018.

Thank you.

### **Trinity College Health Center**

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