

## Instructions for Uploading COVID-19 Vaccine Record to Patient Portal

1. Go to the [Patient Portal](#) and log in using your Pepperdine Network ID and password.

Central Authentication Service (CAS)

Enter your NetworkID and Password

NetworkID:

Password:

LOGIN

Medicat

### Pepperdine CAS Reminders

By logging in via CAS, you agree to abide by the University's [Computer and Network Responsible Use Policy](#).

This Central Authentication Service (CAS) provides single sign-on access to most Pepperdine University web services for the next two hours.

**Security warning for shared use computers:** The only reliable way to sign out of CAS or other web applications is to exit your web browser.

2. Select “**Immunization**” in the gray navigation bar/menu at the top of the webpage.

PEPPERDINE | Student Health Center

Locations and Hours

Home COVID-19 Visits Appts **Immunization** Insurance Forms Messages Education Statements

3. Select the appropriate COVID-19 vaccine section (International or US Authorized).

Print

COVID-19 U.S. Authorized Vaccines


COVID-19 International Vaccines


Enter one or all immunizations and then click the Submit button once.

Submit


4. Select the type of COVID-19 vaccine you received and input your dates of immunization.


**Janssen (Johnson & Johnson) COVID-19 Vaccine**


Dose 1 mm/dd/yyyy 

Dose 2 mm/dd/yyyy 


**Moderna COVID-19 Vaccine**


Dose 1 mm/dd/yyyy 


Dose 2 mm/dd/yyyy 

Dose 3 mm/dd/yyyy 

**Pfizer COVID-19 Vaccine**




Dose 1 mm/dd/yyyy 

Dose 2 mm/dd/yyyy 

Dose 3 mm/dd/yyyy 


5. Submit immunization dates.

**Pfizer COVID-19 Vaccine**

Dose 1	01/26/2021	
Dose 2	02/16/2021	
Dose 3	09/30/2021	

← **EXAMPLE**

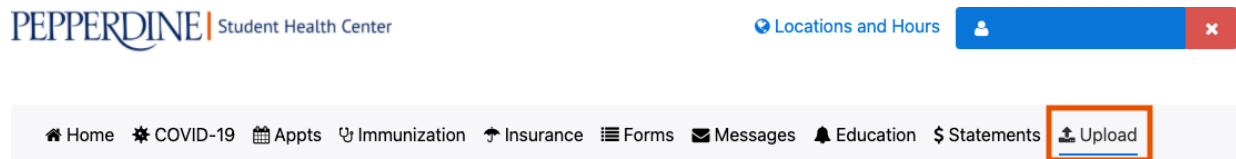
COVID-19 U.S. Authorized Vaccines 

COVID-19 International Vaccines 

Enter one or all immunizations and then click the Submit button once.




6. Select “**Upload**” in the gray navigation bar/menu at the top of the webpage.



7. Follow the instructions listed at the top of the “**Upload**” webpage.

**Instructions for Uploading Documents**

Step #1: Scan and save your documents individually to your local computer.



8. Ensure to select **“COVID-19 Vaccine Record”** when choosing the document you are uploading.

**Documents available to be uploaded:**

Chest Xray  
COVID 19 Test Result  
COVID-19 Vaccine Record  
Immunization Record  
Minor Consent For Treatment  
Outside Health Records  
Proof Of Influenza Vaccine  
Proof Of Lab Tests For Tuberculosis

Choose document you are uploading:

COVID-19 Vaccine Record ▼

**Please upload proof of your COVID-19 Vaccine.**

Select File

9. The document uploaded will appear below the **“documents already on file”** section as a confirmation that it was successfully uploaded.

Documents already on file	
COVID-19 Vaccine Record received on 4/6/2021	<a href="#">View File</a>

**Questions?**

Please contact the Student Health Center at 310.506.4316, option 3.