

How to Submit your Immunization Records Online via Student Health Portal

Login to Gothicnet

- Make sure you are at the “Student Homepage”
- Click on the “ My Immunization Records”

The screenshot shows the NJCU Student Homepage. At the top, the NJCU logo is on the left, and a navigation bar contains a dropdown menu labeled "Student Homepage" (highlighted with a red box and an arrow pointing to it) and a home icon. Below the navigation bar is a grid of dashboard tiles:

- News:** Includes "Zoom With IT" (The Department of Information Technology, 05/30/2023) and "Undergraduate Registration" (University Registrar, 02/23/2023).
- My Access:** Shows login details: "Hello", "You last signed in on: Aug 8 2023 2:36PM ET", "You are currently logged in from: 70.21.205.89", and "Your password is set to expire in: 177 days Change Password".
- My Academics:** Displays "Academic Program and Major", "You have not declared your major.", "Cumulative Credits: 156.000", and "Cumulative GPA: 3.447".
- Schedule Planner:** Features the "COLLEGE SCHEDULER BY CIVITAS LEARNING" logo.
- My Financial Aid:** Represented by a graduation cap icon.
- My Financial Account:** Represented by a building icon.
- Civitas Inspire:** Features the "CIVITAS LEARNING" logo.
- My Registration:** Represented by a calendar icon.
- My Immunization records:** Represented by a clipboard with a red cross icon. This tile is highlighted with a red box and an arrow pointing to it.
- My Tasks:** Shows a warning icon and "1 To Do's 2 Holds".
- My Profile:** Represented by a person icon.
- Access to Other Systems:** Includes icons for "Bb", a mobile device, an envelope, and a checkmark.
- Homepage Overview Videos:** Represented by a play button icon.
- Classic Home:** Represented by a window icon.

At the bottom of the page, there are two additional tiles: "Students - Covid-19 Vaccine" and "Degree Map". A footer bar contains navigation dots and a refresh icon.

- To Do List 1
- Holds** 2
- Completed Agreements

Holds

2 rows

Hold	Department	
No Hepatitis B Compliance	Health and Wellness Center	>
No MMR Compliance	Health and Wellness Center	>



Sign in

someone@njcu.edu

[Can't access your account?](#)

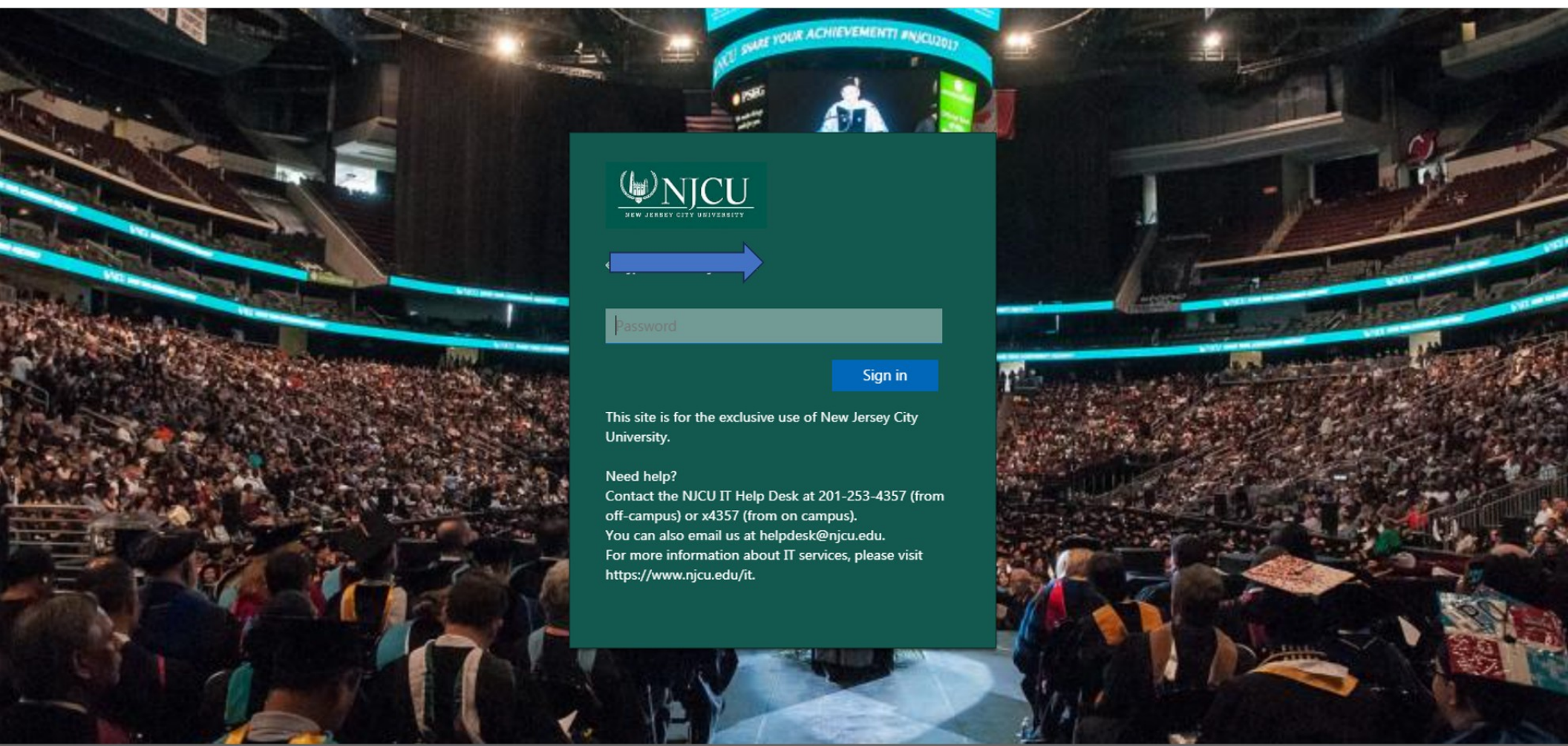
Back

Next

Need help? Contact NJCU IT Help Desk at (201) 200-2000 ext. 4357 off campus or ext. 4357 on campus. You can also email us at helpdesk@njcu.edu. This site is for the exclusive use of New Jersey City University Students. Please visit <http://www.njcu.edu/it/>.



Sign-in options



Password

Sign in

This site is for the exclusive use of New Jersey City University.

Need help?

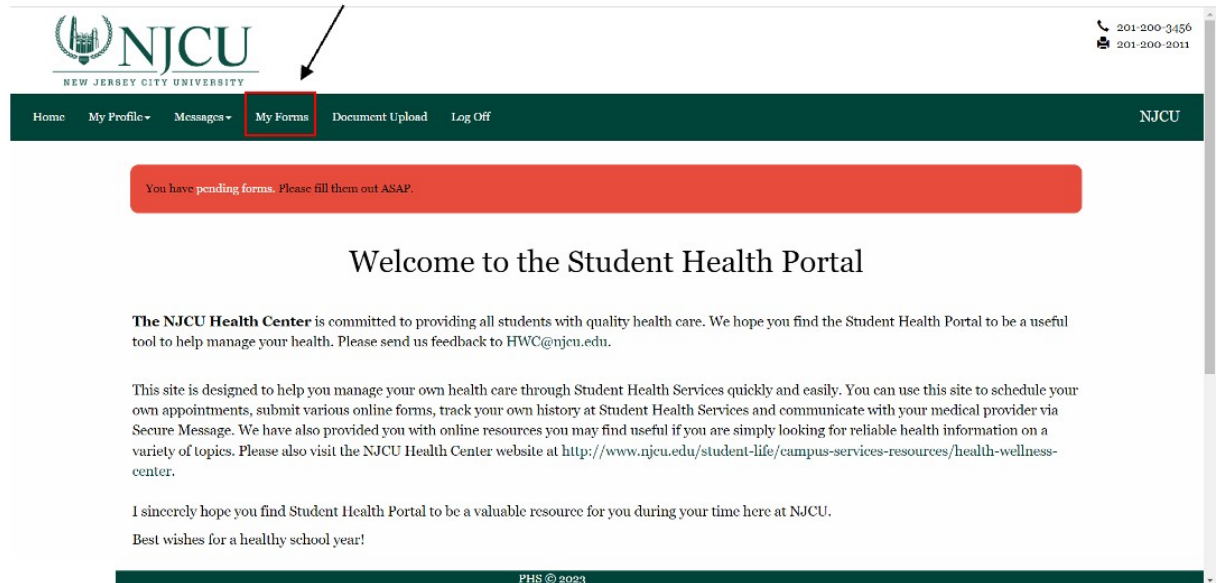
Contact the NJCU IT Help Desk at 201-253-4357 (from off-campus) or x4357 (from on campus).

You can also email us at helpdesk@njcu.edu.

For more information about IT services, please visit <https://www.njcu.edu/it>.

Student Health Portal Page

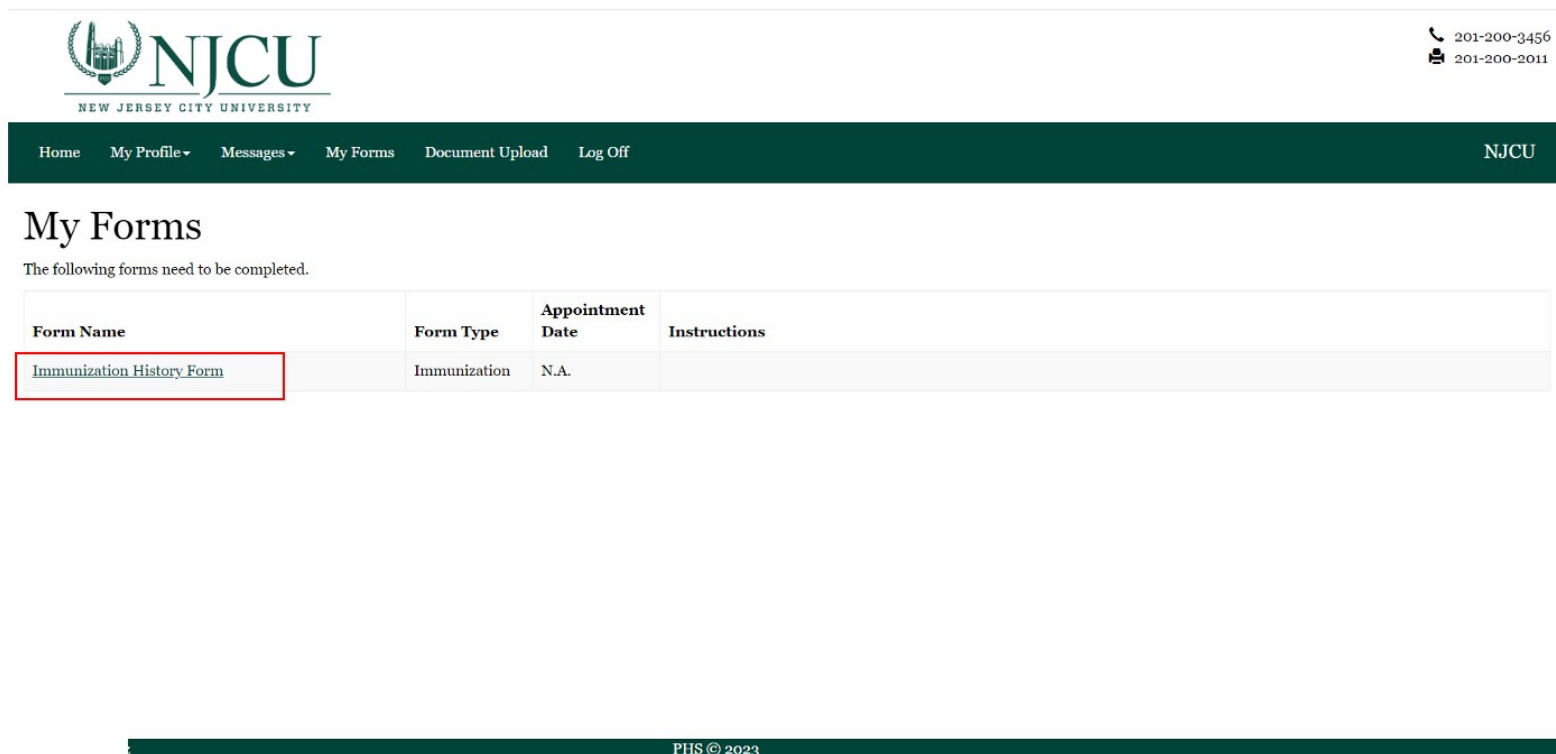
- Before you get to this page it may ask you to login to your NJCU email depending if you are already login or not.
- You will then click “My Forms” to fill out your immunization records.



The screenshot shows the NJCU Student Health Portal. At the top left is the NJCU logo. A navigation bar contains links for Home, My Profile, Messages, My Forms (highlighted with a red box and an arrow), Document Upload, and Log Off. In the top right corner, there are phone numbers: 201-200-3456 and 201-200-2011. Below the navigation bar is a red notification bar with the text: "You have pending forms. Please fill them out ASAP." The main heading is "Welcome to the Student Health Portal". Below this, there is a paragraph: "The NJCU Health Center is committed to providing all students with quality health care. We hope you find the Student Health Portal to be a useful tool to help manage your health. Please send us feedback to HWC@njcu.edu." Another paragraph follows: "This site is designed to help you manage your own health care through Student Health Services quickly and easily. You can use this site to schedule your own appointments, submit various online forms, track your own history at Student Health Services and communicate with your medical provider via Secure Message. We have also provided you with online resources you may find useful if you are simply looking for reliable health information on a variety of topics. Please also visit the NJCU Health Center website at <http://www.njcu.edu/student-life/campus-services-resources/health-wellness-center>." A final paragraph reads: "I sincerely hope you find Student Health Portal to be a valuable resource for you during your time here at NJCU. Best wishes for a healthy school year!" At the bottom of the page, there is a footer that says "PHS © 2023".

My Forms

- Click on the “Immunization History Form”



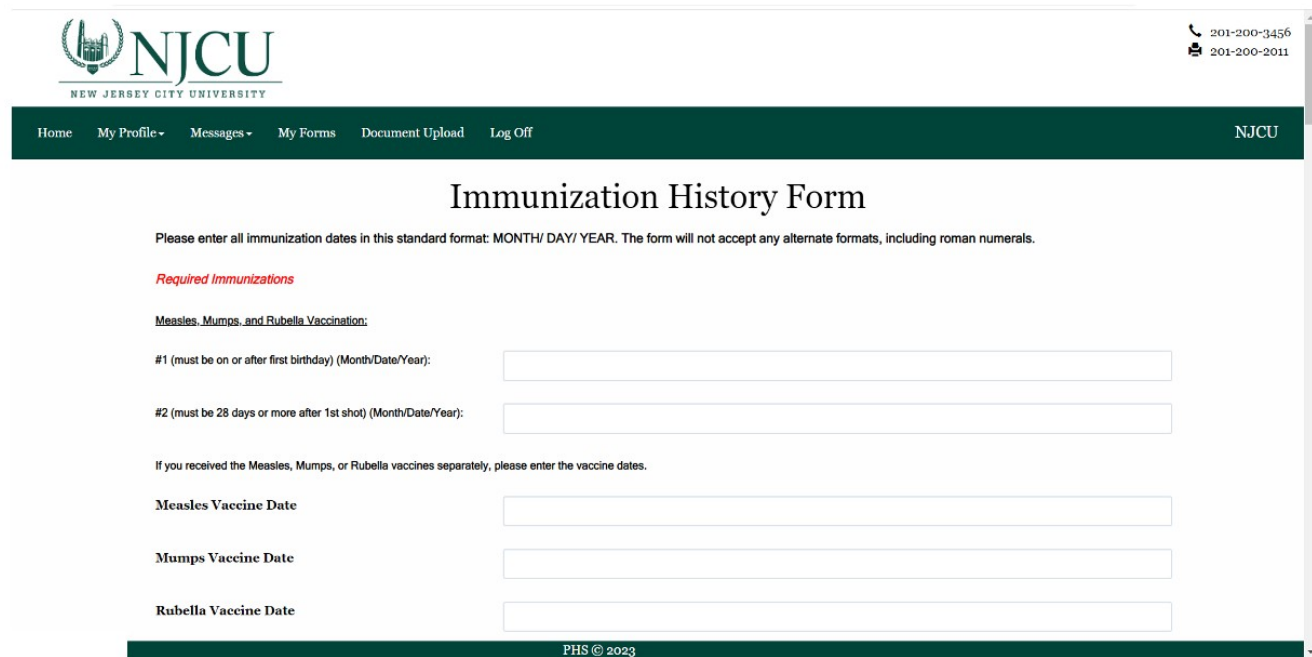
The screenshot shows the NJCU My Forms page. At the top left is the NJCU logo with the text "NEW JERSEY CITY UNIVERSITY". At the top right are contact numbers: 201-200-3456 and 201-200-2011. A dark green navigation bar contains links for Home, My Profile, Messages, My Forms, Document Upload, and Log Off. The page title is "My Forms" with the subtitle "The following forms need to be completed." Below this is a table with four columns: Form Name, Form Type, Appointment Date, and Instructions. The first row of the table has "Immunization History Form" in the Form Name column, "Immunization" in the Form Type column, "N.A." in the Appointment Date column, and an empty Instructions column. A red box highlights the "Immunization History Form" text, and a black arrow points to it from the left. At the bottom of the page is a dark green footer with the text "PHS © 2023".

Form Name	Form Type	Appointment Date	Instructions
Immunization History Form	Immunization	N.A.	

Immunization History Form

You would fill out this form with your corresponding documents of vaccination

- Vaccines that are required for Full-time Students
 - 2 Measles, Mumps, and Rubella (MMR) Or Positive MMR titers
 - 3 Hepatitis B (HEP B) or Positive HEP B titers
- Vaccines that are required for Part-time Student
 - 2 Measles, Mumps, and Rubella (MMR) Or Positive MMR titers
- Housing Students are required Meningitis



The screenshot shows the NJCU Immunization History Form. At the top left is the NJCU logo with the text 'NEW JERSEY CITY UNIVERSITY'. To the right of the logo is a navigation menu with links: Home, My Profile, Messages, My Forms, Document Upload, and Log Off. In the top right corner, there are contact numbers: 201-200-3456 and 201-200-2011. The main title of the form is 'Immunization History Form'. Below the title, there is a instruction: 'Please enter all immunization dates in this standard format: MONTH/ DAY/ YEAR. The form will not accept any alternate formats, including roman numerals.' Underneath, there is a section titled 'Required Immunizations' with a sub-section 'Measles, Mumps, and Rubella Vaccination:'. This section contains two input fields: '#1 (must be on or after first birthday) (Month/Date/Year):' and '#2 (must be 28 days or more after 1st shot) (Month/Date/Year):'. Below these, there is a note: 'If you received the Measles, Mumps, or Rubella vaccines separately, please enter the vaccine dates.' This note is followed by three input fields: 'Measles Vaccine Date', 'Mumps Vaccine Date', and 'Rubella Vaccine Date'. At the bottom of the page, there is a footer that reads 'PHS © 2023'.

Immunization History Form

Continue to complete the form with your corresponding documents of vaccination

Or (Items required ONLY if vaccine records not available)

Measles titer:

Date (Month/Date/Year):

Result:

Titer Date (Month/Date/Year):

Immune?

Mumps titer:

Date (Month/Date/Year):

Result:

Rubella titer:

Date (Month/Date/Year):

Result:

PIIS © 2023

Or (Items required ONLY if vaccine records not available)

Hepatitis B Vaccination:

Hepatitis B #1 (Month/Date/Year):

Hepatitis B #2 (Month/Date/Year):

Hepatitis B #3 (Month/Date/Year):

MenB Vaccine

MenB-4C (2 dose vaccine) Vaccine Date

MenB-FHbp (2 dose vaccine) Vaccine Date

MenB-FHbp (3 dose vaccine) Vaccine Date

Meningococcal (Required for Housing students Only)

Meningococcal MCV Vaccine Date

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Recommend Vaccines

- If you have these Recommend vaccines continue to complete the form with your corresponding documents of vaccination

Recommended Immunizations

COVID-19 Vaccines by Manufacturer

COVID-19 Janssen (Johnson & Johnson) Vaccine Date

COVID-19 Moderna Vaccine Date

COVID-19 Pfizer-BioNTech Vaccine Date

COVID-19 AstraZeneca Vaccine Date

Tdap Vaccination Required - (One-time adult age 18 or older):

One-time booster for Tdap required (Month/Date/Year):

Varicella Vaccine (x2) OR Varicella Titer:

Varicella Vaccine #1 (Month/Date/Year):

Varicella Vaccine #2 (Month/Date/Year):

Varicella Titer:

Date (Month/Date/Year):

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Hepatitis A

Hepatitis A #1 (Month/Date/Year):

Hepatitis A #2 (Month/Date/Year):

Titer strongly recommended to assess response (if series completed in last 3 months)

HEV

HPV #1 (Month/Date/Year):

HPV #2 (Month/Date/Year):

HPV #3 (Month/Date/Year):

Tuberculosis

PPD Test

Test Date

Result Date

Result

PHS © 2023

Completing the Form

- Once you have completed the form you will have to upload the documents that were used to fill this form out.
- Click “Select file” and select the documents off your device.
- Review the form for the dates that were entered to confirm that the dates are correct.
- Then you will click “Submit” to submit the form.

The screenshot shows a web form with the following fields:

- Treatment Completion Date:
- QFT-G Test:
- Test Date:
- Result Date:
- Result:
- T-Spot Test:
- Test Date:
- Result Date:
- Result:

Below the form, there is a text prompt: "Please upload a copy of your Immunization History provided by your physician. Thank you!". To the right of this prompt is a "Select File" button, which is highlighted with a red box and an arrow pointing to it from the right.

At the bottom of the form, there are two buttons: "Submit" (green) and "Complete Later" (blue). The "Submit" button is highlighted with a red box and an arrow pointing to it from the left.

The footer of the page reads "PHS © 2023".

PrivacyForm: NotSigned Eligibilities: Spring 2022, Spring 2023, Fall 2023, Spring 2024

- Appointments
- My Tasks**
- P5 News
- Secure Messages

Search

Task Type: Patient Form Tag: Criticality: Patient: ...

Due From: Due To: Created From: Created To:

Search In: Tasks assigned to me Assigned By: Status: All Except Complete Exclude Proxy Tasks

Find Clear All

Results

Tag	Patient	In Progress By	Due By	Create Date	Signoff Status	Created By	Assigned User(s)	Task ID
Signoff Only				8/8/2023	Pending Sign-Off	Portal, PyraMED	Nesmith-Mitchell, Nancy; Soliman, Darin	60688
Signoff Only				8/8/2023	Pending Sign-Off	Portal, PyraMED	Nesmith-Mitchell, Nancy; Soliman, Darin	60687

Selected Task

Description	Task History
Sign off.	Created on 8/8/2023 9:35:23 PM by Portal, PyraMED

Published To Portal

Destination

Submitted By Patient

Signature Required

Appointment

Division

Note

Description	Result
<input type="checkbox"/> Immunization History Form	
Please enter all immunization dates in this standard format: MONTH/DAY/ YEAR. The form will not accept any alternate formats, including roman numerals.	
Required Immunizations	
Measles, Mumps, and Rubella Vaccination:	
#1 (must be on or after first birthday) (Month/Date/Year):	07/09/2002
#2 (must be 28 days or more after 1st shot) (Month/Date/Year):	07/14/2005
If you received the Measles, Mumps, or Rubella vaccines separately, please enter the vaccine dates.	
Measles Vaccine Date	
Mumps Vaccine Date	
Rubella Vaccine Date	
Or (titers required ONLY if vaccine records not available)	
<input type="checkbox"/> Measles titer:	
Date (Month/Date/Year):	
Result:	

Some required fields are blank.

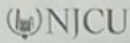
- Demographics
- Addresses
- Guarantors
- Plans
- Eligibilities
- Contacts
- Immunization**
- Appointments
- Charges
- Alerts
- Secure Messages
- Forms
- Health Resources
- Images
- Vitals
- Allergies
- Medications
- Problem List
- Lab History
- Radiology History
- Procedures
- Encounters

Immunization Compliance

Program	Disease	Compliant	Log
[-] ✓ All Students		True	
[-] Required			
✓	Measles	True	Measles Compliance Analysis
✓	Mumps	True	Mumps Compliance Analysis
✓	Rubella	True	Rubella Compliance Analysis
[-] Recommended			
✓	COVID-19	True	COVID-19 Compliance Analysis
✓	Hepatitis A	True	HepA Compliance Analysis
✓	HPV	True	HPV Compliance Analysis
✗	Meningococcal B	False	Meningococcal B Compliance Analysis
✗	Tetanus	False	Tetanus Compliance Analysis
✗	Tuberculosis	False	Tuberculosis Compliance Analysis
✓	Varicella	True	Varicella Compliance Analysis
[+] ✓ Full Time Students		True	

Immunization Info

Category	Name	Date / Value	On-Site	Description



Immunization Health Test

Muaz Dshhan

0376677

FERPA Release Form

Immunizations

Find | View 1 First 1-5 of 5 Last

*Immunization COVID-19

*Immunization Number

Date Taken

Expiration Date

Date Received

*Immunization Status Complete Records Received

Comment

Immunization Criteria

Find | View 1 First 1-3 of 3 Last

*Criteria Number Does Not Apply Test Taken Test Not Taken

Description

Date Taken

Expiration Date

Date Received

Immunization Status Complete Records Received

*Criteria Number Does Not Apply Test Taken Test Not Taken

Description

Date Taken

Expiration Date

Date Received

Immunization Status Complete Records Received

*Criteria Number Does Not Apply Test Taken Test Not Taken

Description

Date Taken

Expiration Date

Date Received

Immunization Status Complete Records Received

*Immunization HEPATITIS "B"

Date Taken

Expiration Date

Date Received

*Immunization Status Complete Records Received

Comment Scanned to Pyramed

Immunization Criteria

Find | View 1 First 1-4 of 4 Last

*Criteria Number Does Not Apply Test Taken Test Not Taken

Description

Date Taken

Expiration Date

Date Received

Immunization Status Complete Records Received

*Criteria Number Does Not Apply Test Taken Test Not Taken

Description

Date Taken

Expiration Date

Date Received

Immunization Status Complete Records Received

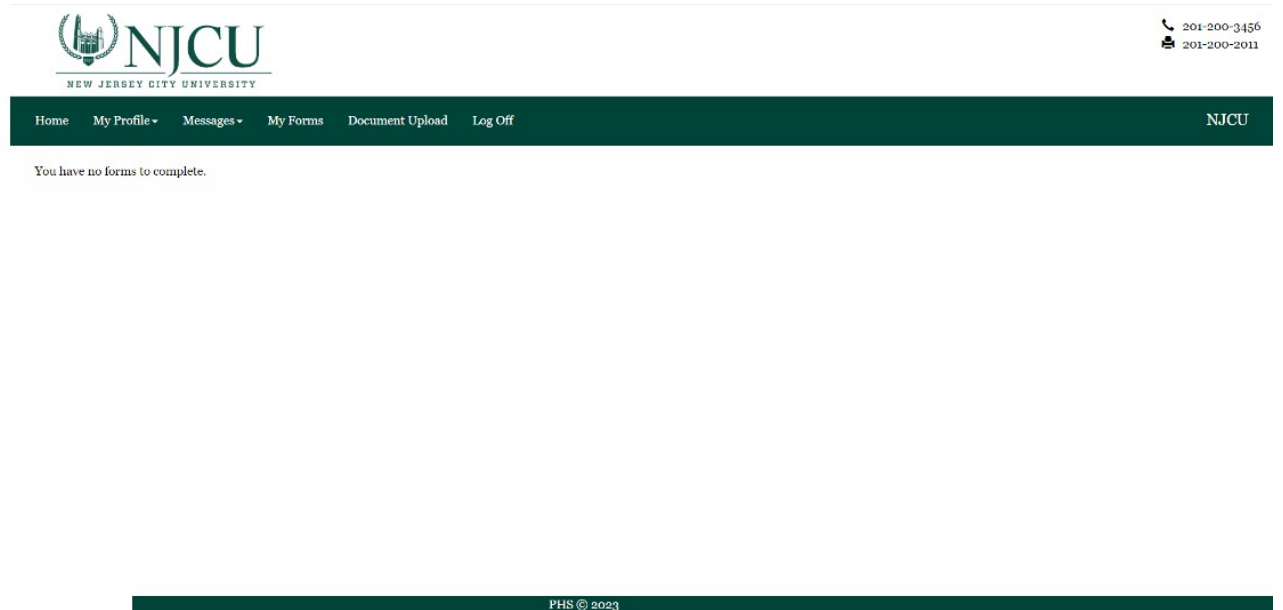
*Criteria Number Does Not Apply Test Taken Test Not Taken

Description

Date Taken

Expiration Date

- After submitting the form, you should receive this message in “My Forms” stating “You have no forms to complete”



The screenshot shows the NJCU My Forms page. At the top left is the NJCU logo with the text "NEW JERSEY CITY UNIVERSITY". At the top right are two phone numbers: "201-200-3456" and "201-200-2011". Below the logo is a dark green navigation bar with the following links: "Home", "My Profile", "Messages", "My Forms", "Document Upload", and "Log Off". The "My Forms" link is highlighted. In the top right corner of the navigation bar, the text "NJCU" is displayed. Below the navigation bar, the main content area displays the message: "You have no forms to complete." At the bottom of the page, there is a dark green footer bar with the text "PHS © 2023".