How to Submit Immunization Information

**Step 1:** Go to [www.montclair.edu/university-health-center/](http://www.montclair.edu/university-health-center/). Click on Immunizations in the left side menu and print out the immunization forms. Take them to your health care provider for completion and signature. You may also obtain your immunization records from your former high school or university which can be submitted in place of the MSU forms.

**Step 2:** A week after you have sent your enrollment deposit to Admissions, go to [www.montclair.edu/university-health-center/](http://www.montclair.edu/university-health-center/) and click on the My Health Online Services box on the right hand side of the page. You must know your Campus Wide ID (CWID) and establish a Net ID by visiting [netid.montclair.edu](http://netid.montclair.edu) prior to registration with our My Health Web Portal.

**Step 3:** As a first time user of the My Health portal, click on the Register Here link and enter the information requested. An automated email will be sent to your MSU account within a few minutes containing a temporary password. If you are denied registration initially it means you are not yet registered in our data base. Allow 48-72 hours and try again. If problems re-occur, contact [immunization@mail.montclair.edu](mailto:immunization@mail.montclair.edu).

**Step 4:** Return to the Log In page and enter your CWID and temporary password. You will have an opportunity to change your password once you have logged on to the portal.

**Step 5:** Once logged in, go to My Forms from the top bar menu. Double click the Immunization History tab. Enter your immunization data in the form and click Submit.

**Step 6:** Confirm that your name and CWID are on the completed paper forms of your immunization information and mail Forms 1, 2 and 3 to the address below. We do not accept faxed or emailed forms.

Montclair State University Health Center Immunization Program
Blanton Hall, One Normal Avenue
Montclair, New Jersey 07043

**Deadlines for submission**
A hold will be placed on your registration account until all immunization requirements have been met. Please review your records carefully to assure you are in full compliance prior to submission of records. Records must be submitted one month prior to incoming student orientations or residential move-in day. All paper copies of immunization records MUST be completed following the instructions listed on our webpage at [https://www.montclair.edu/university-health-center/immunizations/](https://www.montclair.edu/university-health-center/immunizations/). Registration holds will not be removed until paper copies have been received at the University Health Center and information entered into the My Health portal has been validated. This could take up to 14 business days so please submit forms early!

Keep a copy of your immunization information for your records. The University Health Center will contact you if you are not in compliance. You do not need to submit records every year. **DO NOT SUBMIT** duplicate copies of your records unless you have been requested to do so by our office.