How to Submit Immunization Information

Step 1: Go to 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.

Step 2: Go to 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 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 email 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.

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. Complete the meningitis survey form and click submit. Complete the Consent for Minors if you will be less than 18 years of age at the time of entry to the University and click submit.

Step 6: Confirm that your name and CWID are on the form. Scan your form and upload it to the web portal using the document upload tab on the top bar. You may use a traditional scanner or you may use a scanning app on your smart phone. We are unable to accept a “picture”. DO NOT MAIL FORM, CONSENT FOR MINORS OR MENINGITIS SURVEY. We only need the electronic version you have submitted through the web portal.

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. Paper copies are no longer accepted. Registration holds will not be removed until immunization form and uploaded images 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.