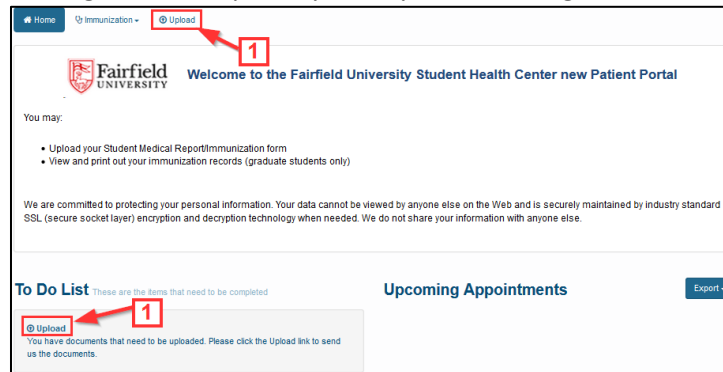


Fairfield University Health Center Uploading files into the Secure Student Health Portal

To access the secure Student Health portal go to www.fairfield.edu/immunization and click on the hyperlink
(You will need your Fairfield University Net I.D. and password to access the portal)

1) Click the Upload button

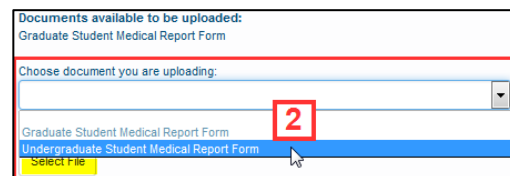
The first time visiting the health portal you may see a message or click directly on Upload.



Uploads must be smaller than 4 MB. Scan in black & white, or at a setting of 150 dpi to achieve a smaller file.
Accepted file types are: Images (.gif, .png, .tiff, .tif, .jpg, .jpeg) or **Documents** (.txt, .pdf)

2) Choose the document type category which you will be uploading from the dropdown menu

Click Select File.



3) Find and select the file on your computer.

- You may select multiple files to upload for the same document.
- The file will show underneath the document type you have selected.
- The file may be changed by clicking "Change."
- The file may be deleted by clicking the "X" to the right of the file name.

4) Click Upload to load in the displayed files.

5) Uploads will be viewable in the area below titled "Documents already on file".

