



STUDENT HEALTH & COUNSELING

Compliance Appointments and Procedures for Students in Clinical Healthcare Programs

Student Health & Counseling (SHAC) is committed to helping students succeed in their academic endeavors. This commitment extends to immunization compliance for clinical health programs. [Immunization requirements](#) for clinical students are listed on our [web page](#) and we carry all immunizations, TB testing, and labs for those who would like to receive their care at UNM Student Health & Counseling (SHAC). To make your clinical compliance review phone or in-person visit as efficient as possible, **please follow these steps**:

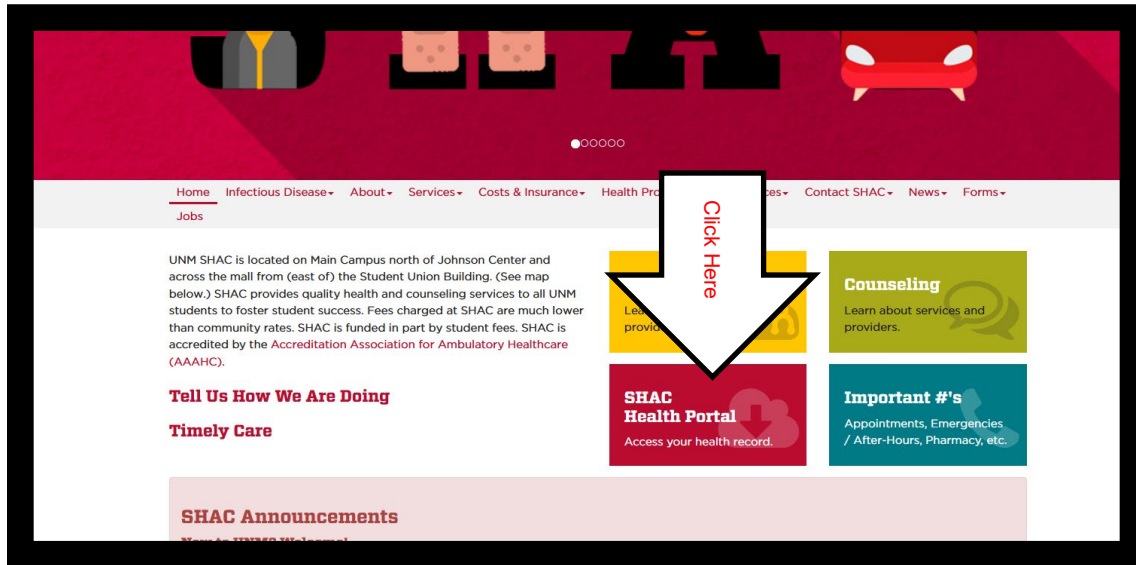
1. **Log** into the [SHAC Health Portal](#).
2. **Upload** historical immunizations, TB tests, titer results, and/or other pertinent records.
3. **Call** UNM Student Health & Counseling (SHAC) scheduling for a telephone or in-person **HSC compliance visit** with an Allergy & Immunization clinic registered nurse (RN), 505-277-3136. At that appointment, the nurse will review with you the documents you have uploaded and what is still needed to meet compliance.

Helpful Tips

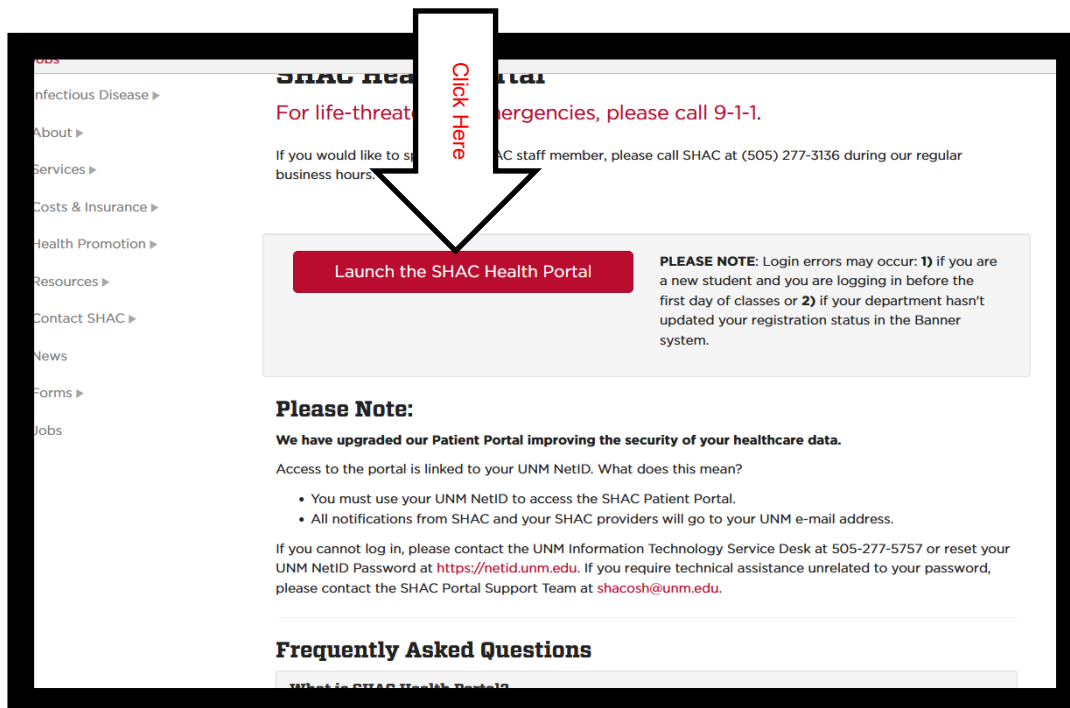
- Check out the SHAC web page with information specific to students in clinical health programs: <https://shac.unm.edu/services/allergy-immunization/hsc-clinical-students.html>
- If you need guidance on how to log into the SHAC Health Portal or how to upload or review immunization records, please use the following document: <https://shac.unm.edu/documents/uploading-documentation-and-accessing-immunization-records-from-the-health-portal.pdf>
- New students need to have been provided a **banner ID and have a UNM or UNM Health Science Center username and password** before they have access to the Health Portal. Your HSC registrar will get you into the system as soon as possible.
- Once you have successfully gotten into the portal, **opt in for text messages** if you want text notifications for appointment reminders and secure message notifications.
- **Compliance letters** for you to forward to your program will be sent to you via secure message in the SHAC Health Portal. You will be able to [download](#) a complete record of your vaccines and tests under the immunization tab in the portal. If you wish to get a text message alert when you get a secure message in the portal, be sure to enable text messaging.
- Once you have a banner ID, request a **LoboCard** from the LoboCard Office. The LoboCard has proxy access to help you get into the SHAC building for in-person visits.
- For those who need to be cleared to be fit tested for an N95 Respirator, please see [instructions](#) and fill out your respirator [questionnaire](#) fully and [upload](#) to the SHAC Health Portal.

Uploading Documentation and Accessing Immunization Records from the Patient Portal

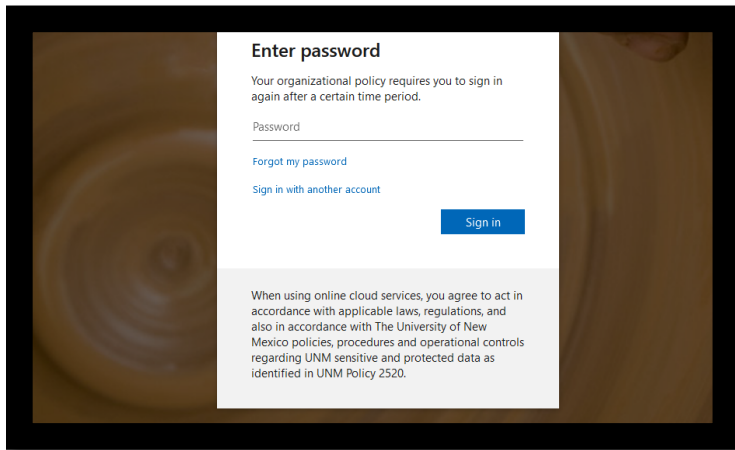
1. To access your SHAC Health Portal, visit <https://shac.unm.edu>. Click on the red “SHAC Health Portal” Square as shown below.



2. Click on “Launch the SHAC Portal.”

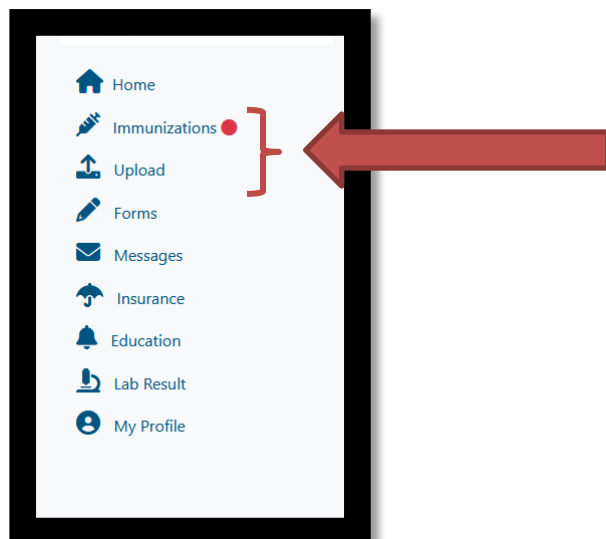


3. Next log in. If this is your first time to log in, you may be asked to follow more steps. For those regularly using the portal from your device, you will enter your password. Two-factor authentication is required.



The screenshot shows a login interface with a white box on a dark background. The box is titled "Enter password" and contains the text: "Your organizational policy requires you to sign in again after a certain time period." Below this is a "Password" label and a text input field. There are two links: "Forgot my password" and "Sign in with another account". A blue "Sign in" button is at the bottom right of the box. At the bottom of the box, there is a disclaimer: "When using online cloud services, you agree to act in accordance with applicable laws, regulations, and also in accordance with The University of New Mexico policies, procedures and operational controls regarding UNM sensitive and protected data as identified in UNM Policy 2520."

4. Once in the health portal, select “immunizations” or “upload” from the left side bar menu depending on whether you want to: (1) view, download, or print your immunization record from the electronic health record, or (2), you want to upload immunization records, a respiratory medical evaluation form, your insurance card, or some other medical-related document:



5. Once you click on “immunizations” from the side bar menu, you can click the green “print” button which will open up your records in a new tab where you can download them as a PDF or print them. You can also enter immunizations using the blue bar below the “print” button. If you decide to enter your own immunization, we will still need an original record for nurse verification.



6. If you need to upload immunizations, lab tests, insurance cards, etc., please select one of the options provided or enter a description under “other.”

