



## Detailed Instructions for Immunization Requirement Submission

1. **Step One:** Print out the [Immunization Forms](#) from the [Immunizations](#) web page. Take them to your health care provider for completion, signature and office stamp.
2. **Step Two:** Access the [Kean Student Health Services Portal](#). **Please Note:** You must know your Kean ID Number. If you do not have your Kean ID number, contact the *Office of Student Accounting* at **908-737-3240** prior to registration in the [Kean Student Health Services Portal](#).
3. **Step Three:** As a first-time user of the [Kean Student Health Services Portal](#), please select the **“Register Here”** link and enter the information requested. An automated email will be sent to your Kean University email account within a few minutes containing a link to create a password. This link must be accessed within 20 minutes. Please **do not** use your personal email when registering. If you do not have a Kean email address, please contact the *Office of Computer and Information Services* at **908-737-6000**.
4. **Step Four:** You will be redirected to the [Kean Student Health Services Portal](#). Sign into the account with your Kean ID number and unique password.
5. **Step Five:** Once logged in, navigate to the “My Forms” link located on the top menu bar. Double-click the “Immunization History Forms” tab. Enter your immunization information in the form and select Submit.
6. **Step Six:** Confirm that your name and Kean ID are on your completed [Immunization Forms](#) **that have been signed by your healthcare provider**. Scan these documents and upload them to the web portal using the [Document Upload](#) tab in the top menu bar. You may use a traditional scanner or you may use a scanning app on your smartphone.

We accept JPEG, TIFF, PNG, PDF, BMP, or GIF files that do not to exceed 6 MB. . **Please do not mail any of your completed Immunization Forms**, We require only the electronic version you have submitted through the web portal.

Please note; 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 residential move-in day.** Effective June 1, 2018, paper copies are no longer accepted. Registration holds will not be removed until immunization form and uploaded scans have been verified by Kean Student Health Services. .This could take up to 14 business days therefore, early submission is encouraged to avoid holds.

Please keep a copy of your immunization information for your records. Kean University Student Health Services will send a secure message to your Kean email account to advise that we have received and verified your immunization forms. If you are not in compliance, Kean University Student Health Services will send a secure message to your Kean email to notify you of what is needed to meet the requirements. 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.