



## QUICK REFERENCE SHEET FOR STUDENTS

---

Online Student Health (OSH) allows students to enter their own health information into a secure online student portal. This information is verified and approved by MSU Counseling & Health Services (C & HS) staff, who can track compliance or lack of compliance and report back to the student through secure messaging. OSH makes it easy to check that student requirements are satisfied and generate reports which track and monitor student immunization activity.

This sheet is a quick guide to some common issues that arise for students using OSH.

### Requirements

- Each student is responsible for understanding the compliance requirements of their institution.
- Each student is responsible for meeting the submission deadlines set by their institution and understanding that the consequences of not satisfying the requirements are at the discretion of their department.
- If immunizations are received somewhere other than MSU Counseling and Health Services (such as your childhood immunizations), the official immunization documentation will need to include student's full name (first and last), date of birth, healthcare provider's name, address, and phone number as well as signature.

### Access Problems

- Log-in through OSH by selecting "Schedule an Appointment" with your MSU ID and password
- If there is any difficulty accessing OSH or uploading documents, please email [counselingandhealthservices@moreheadstate.edu](mailto:counselingandhealthservices@moreheadstate.edu) or call 606-783-2055.
- Someone will respond to all student inquires by email within one business day.

### Inputting Immunizations in OSH

- Once logged into your personal account, select the forms tab.
- Select the type of document to be uploaded (insurance, vaccination record, etc.) and select the appropriate file.
- MAKE SURE TO SUBMIT INFORMATION BEFORE LOGGING OFF OR YOU WILL LOSE YOUR INFORMATION
- Please review the screen to see that immunizations are listed in different categories. **ALL STUDENTS MAY NOT HAVE ALL BOXES COMPLETED, DEPENDING ON DEPARTMENT REQUIREMENTS**  
Please enter all immunization data you have available in order to have a complete vaccination record.  
**ONCE YOUR IMMUNIZATIONS ARE ENTERED, YOU WILL NOT BE**

**COMPLIANT UNTIL YOUR OFFICIAL IMMUNIZATION CERTIFICATES ARE RECEIVED.**

**Uploading Immunization Documents**

- Documents that are uploaded directly must be in one of the following formats: .gif., png., tiff., tif., jpg., jpeg., txt., or .pdf.
  - Hover over immunizations link and choose **Upload files** and follow directions

**COMPLIANCE DOCUMENTATION WILL ONLY BE ACCEPTED THROUGH ONLINE STUDENT HEALTH OR COMING IN TO THE CLINIC FOR A COMPLIANCE APPOINTMENT. You may call 606-783-2055 or schedule a compliance appointment through online student health.**

**After Submission**

- It typically takes 3-5 business days to process immunization records.
- Once records have been successfully matched, students will be notified by email.
  - After initial \$35.00 compliance fee has been paid and department vaccination requirements are met, students will be verified as compliant and will be able to print off there vaccination record.