

Immunization Requirement Instructions for New Students

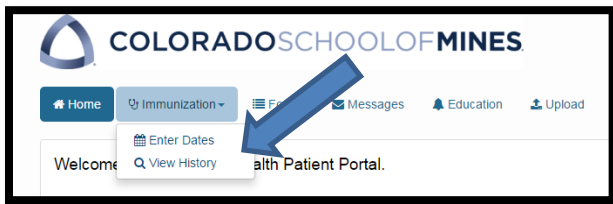
Colorado School of Mines

1. Log in to your Trailhead account (<https://trailhead.mines.edu/>), and choose the



Health Portal.

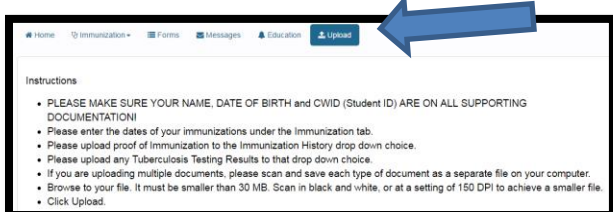
2. Click on the **Immunizations** tab and select **Enter Dates**.



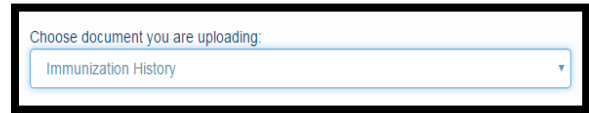
3. Scroll down to the **Required Immunizations** section and **enter the dates** of your **first and second dose of the MMR vaccine** as they appear on your immunization record. Enter the date of your most recent **Meningitis ACWY vaccine**. (Menveo, MCV4, Menactra, etc.) If you are living on campus, you must have a Meningitis vaccine within the last 5 years. Then click **Submit**.



4. Next, click on the **Upload** tab at the top to upload a copy of your immunization record.

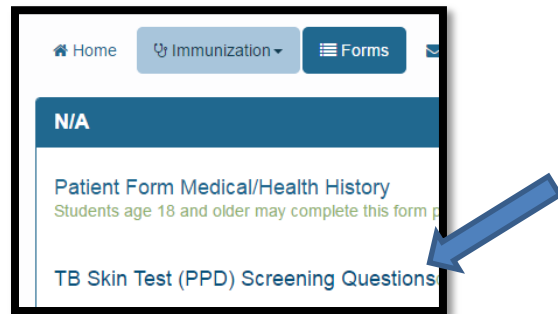


5. In the drop down menu select **“Immunization History”**, then **Select** your file and click **Upload**.



Once you’ve successfully uploaded your file, you will see the file listed under Documents already on file. You can view this document at any time.

6. Click on the **Forms** tab to complete the **TB Skin Test (PPD) Screening Questions**. If you are under 18, this form must be completed by a parent/guardian. Answer all of the questions.



7. **If testing is indicated** after answering the questions, please **upload the results** of the test. Under “Documents available to be uploaded”, choose **“Tuberculosis Testing Results.”**
8. **If you are under age 18**, please have a parent/guardian complete the **“Consent to treat underage students”**, which is available under the Forms tab. Upload this form, choosing “Consent Form”.
9. If you choose to waive the Meningitis vaccine requirement, you will need to read, complete and upload the Meningitis ACWY Disease Information form.
10. If you choose to waive the MMR vaccine requirement, you will need to read, complete and upload the Vaccine Waiver form.
11. Additional information on immunization requirements may be found at <http://healthcenter.mines.edu/SHC-Immunization-Requirements>. If you have any questions or problems with this process, please call the Student Health Center at 303-273-3381.

Options for uploading your record: You can upload an electronic copy from your computer, or take a photo of your record and upload it from your phone. Please be sure the information is **clear and legible** before you upload.