

~STUDENT HEALTH PORTAL QUICK GUIDE ~

TO ACCESS STUDENT HEALTH PORTAL AND UPLOAD DOCUMENTS

Dear Students,

Please note, all students <u>MUST COMPLETE</u> their student health forms and updated vaccines in the new student health portal.

Please see the quick guide below to access the student health portal to complete and upload your documents:

You can access the Student Health online portal by first going to the LSU Health New Orleans website, <u>https://www.lsuhsc.edu</u>,

Click on MENU \rightarrow MyLSUHSC \rightarrow Self Service \rightarrow Academic Self-Service then Log-in.

After logging in do, the following:

- 1. Go to...MY FORMS
- 2. Then....Student Health **TO ENTER A NEW FORM** or select "Update My Form" if you are only updating your record.
- 3. Enter your necessary information for each page click SAVE and then click NEXT to go to the next page).
- 4. Complete all the requested information and be sure to upload documents either new forms or those records which you are updating: (New Forms are: Personal Information and Immunization History and Lab Work Forms (found on student health website under forms); bloodwork results from titers, proof of Tdap, Meningitis, TB & Flu).
- 5. Click SUBMIT.

If you have any questions about the student health portal, please contact student health at (504) 568-1800 or email at studenthealthstaff@lsuhsc.edu.

Hours of operations are Mon-Fri: 8am – 4:30pm.