Submitting/Uploading Packet through the Patient Portal

Complete the following steps:

1. Print this page for reference.
2. If you have not already done so, activate your UTK Student ID at: [http://newvols.utk.edu/prep/student-id/](http://newvols.utk.edu/prep/student-id/)
3. Click on the “Submit Online/Student Health Portal” link below:
   - [http://tiny.utk.edu/portal](http://tiny.utk.edu/portal)
4. Enter your UTK Net ID and Password.
5. Click on the “Immunization” tab at the top of the page, then click on “Enter Dates”
6. Enter your immunization information as provided by your healthcare provider and then click “Submit”.
7. A pop-up message will appear directing you to next upload a paper/hard copy of your UTK Immunization/TB Record** for verification purposes. If you are unable to upload the records, you may alternatively submit them by ONE of the following means:
   - Email: immunizations@utk.edu
   - Fax: 865-974-2000
   - Mail: Immunization Coordinator
     University of Tennessee
     Student Health Center
     1800 Volunteer Blvd
     Knoxville, TN 37996-3102
   - Bring to Orientation and drop off at the Student Health Center table

   (** Your UTK Immunization Record must be signed by a healthcare provider or in lieu of their signature you may attach a copy of your official, personal immunization record to the form. UTK Immunization Exemption Forms only need to be submitted if applicable.**)
8. Next, go back to the top of the patient portal home page and click on the "Forms" tab.
9. Click on the "Tuberculosis Screening Questionnaire" and complete.
10. Click "Submit". (Note: If additional Tuberculosis assessment and testing is required of you, a notification will appear advising you that a "Tuberculosis Risk Assessment Form" must be completed and signed by your healthcare provider. Follow the instructions in the notification. Upon your healthcare provider’s completion of the "Tuberculosis Risk Assessment Form", submit the form by one of the means listed in step 5 above.)
11. Remember, for verification purposes, you must also upload or submit a paper/hard copy of your “UTK Immunization Record” and, if required, the “Tuberculosis Risk Assessment Form” as noted in steps 7 and 10 above.