

Upload Instructions for UHS Documentation and/or Immunization records

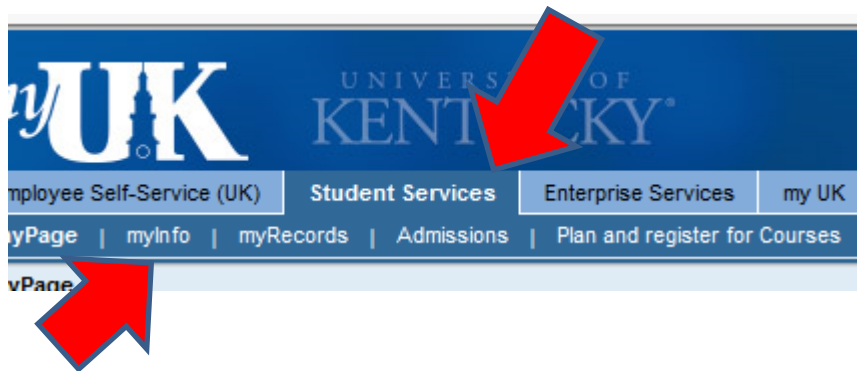
Please follow the instructions listed below to upload your documents. If you are having difficulty accessing the system, please contact: uhsit@uky.edu.

STUDENTS

1. Access **myUK** by going to <https://myuk.uky.edu> and logging in using your LinkBlue ID:



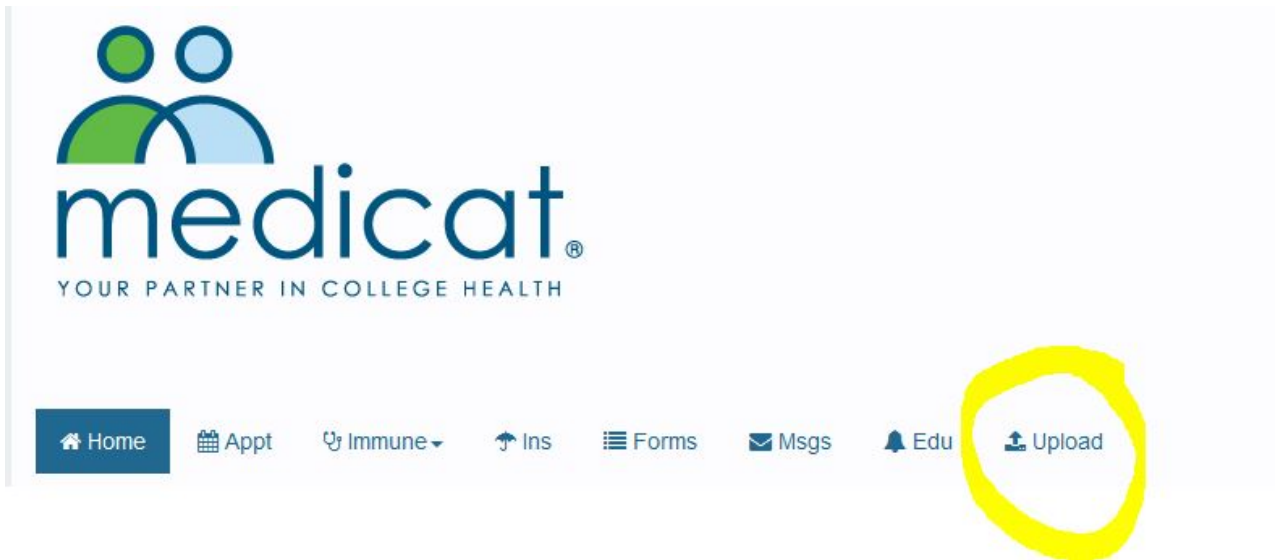
2. Click on the **Student Services** tab and then the **myInfo** tab:



3. Click on Student Health tab in the left column:



4. Click on Upload



Select the type of Document from the pull down

Documents available to be uploaded:

Document Upload: Behavioral Health Records From Outside Provider
Document Upload: Gyn Records From Outside Provider
Document Upload: Immunization Records
Document Upload: Medical Records From Outside Provider

Choose document you are uploading:

Document Upload: Immunization Records

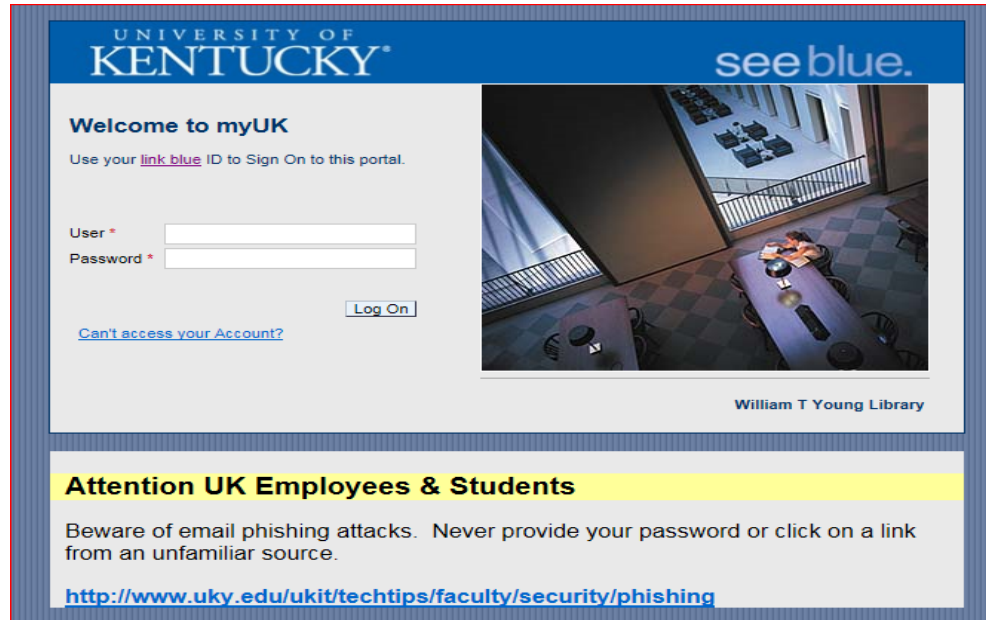
Use this code to upload Immunization Records. This feature does not work for all browsers.

Select the file to be uploaded.

- ❖ PLEASE MAKE SURE YOUR NAME AND DATE OF BIRTH ARE ON ALL SUPPORTING DOCUMENTATION!
- ❖ If you are a Health Science Student, please include your college (college of medicine, nursing, pharmacy, etc) and the year in your program (1st, 2nd, etc).
- ❖ Browse to your file. It must be smaller than 30 MB. Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.
- ❖ Prefer PDF, JPEG, TIFF or png.

EMPLOYEE

1 Log in to your Link Blue account.



The screenshot shows the University of Kentucky myUK login portal. At the top, it features the University of Kentucky logo and the slogan "see blue.". Below the logo, it says "Welcome to myUK" and "Use your link blue ID to Sign On to this portal." There are input fields for "User *" and "Password *" with a "Log On" button. A link for "Can't access your Account?" is also present. To the right is a photograph of the William T Young Library. Below the login area, a yellow banner reads "Attention UK Employees & Students" with a warning about email phishing attacks and a link to a security page: <http://www.uky.edu/ukit/techtips/faculty/security/phishing>.

2. Click myUK Health Service



The screenshot shows the "Employee Services Area" menu. It includes a "Back" link and a "Service Map" section. The "Service Map" lists three categories: "UK Accounts" (Plus, Meals, and Flex Account), "UK Services" (UK Alert, myOrgs), and "UK Information" (Annual Safety & Security and Fire Reports, Daily Crime log, myUK Health Service). The "myUK Health Service" link is circled in yellow.

- UK Accounts**
Plus, Meals, and Flex Account
Maintain your Plus, Meals, and Flex Accounts
- UK Services**
UK Alert
Emergency notification system to communicate official
myOrgs
System for UK Clubs and Organizations
- UK Information**
Annual Safety & Security and Fire Reports
View the Annual Campus Safety and Security Report
Daily Crime log
View the daily log of all UKPD's activities.
myUK Health Service
Allows employees to receive secure messages from compliance.

Select the type of Document from the pull down

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