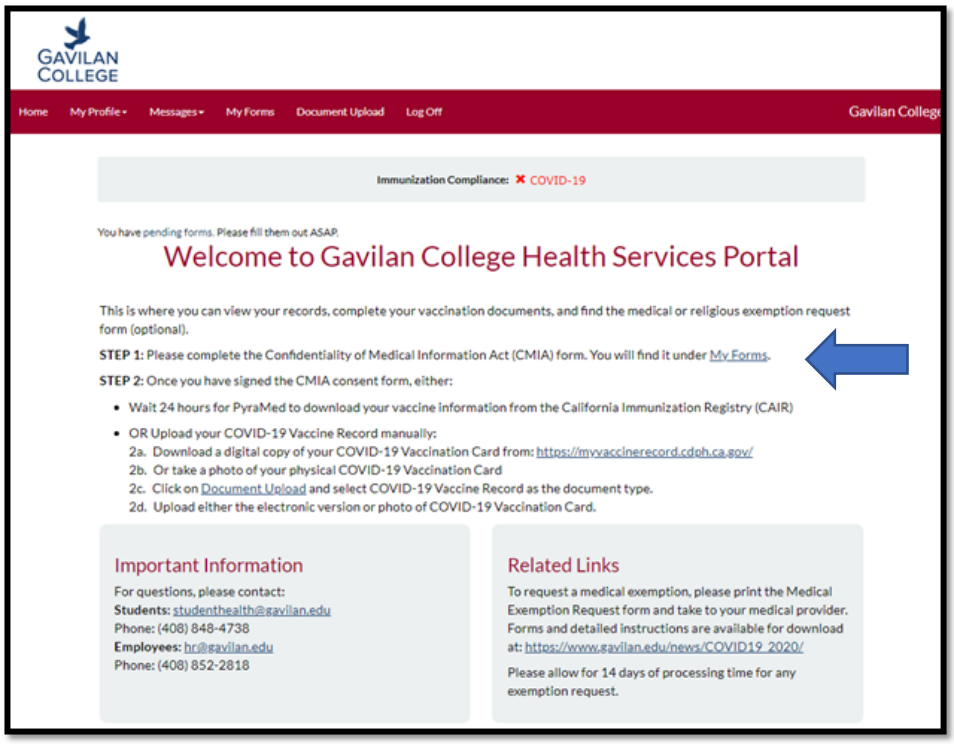
# Health Services Portal
# Step-by-Step Guide for COVID-19 Vaccination Compliance

1. Log in to your MyGav portal and click on the **Health Services Portal**

   OR go to https://gavilan.studenthealthportal.com

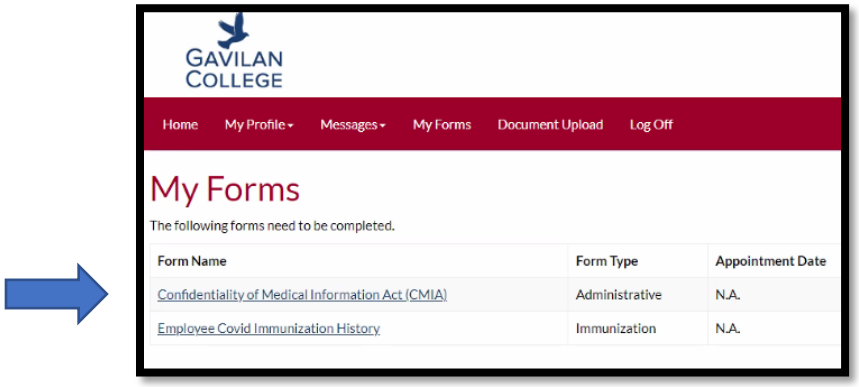
   a. Login with your Gavilan ID (G00#) and Password

2. Upon successful login, the Gavilan College Health Services Portal will appear:

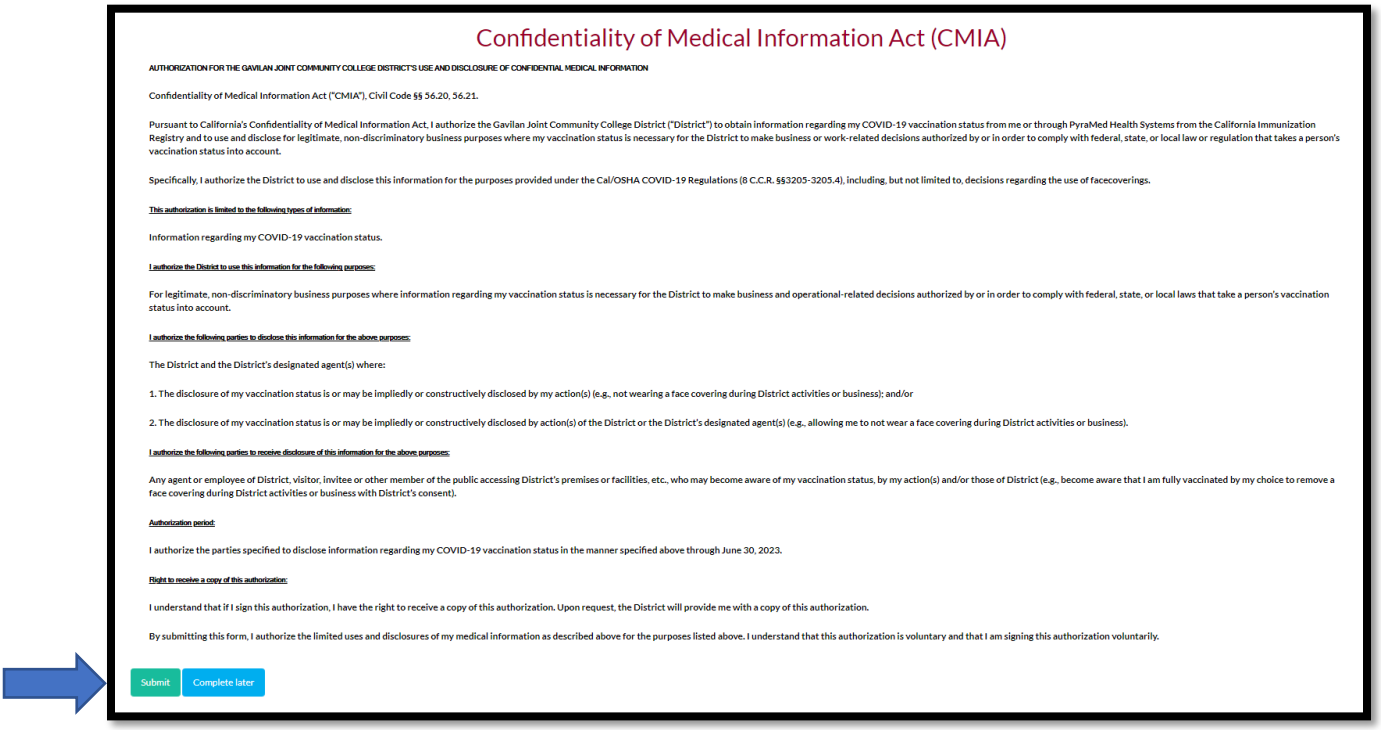



3. Refer to Step 1: Complete the Confidentiality of Medical Information Act (CMIA) and click on '**My Forms**.'

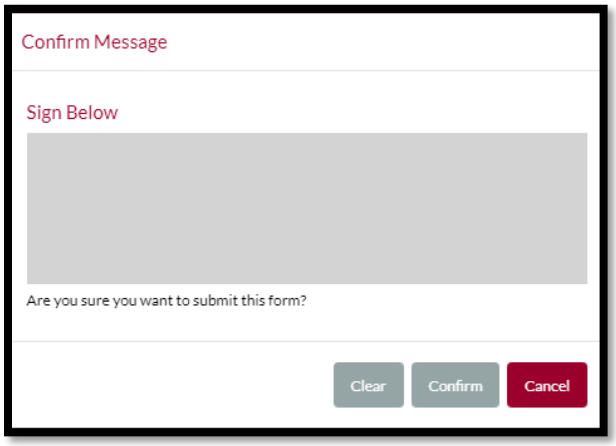
4. On the ‘My Forms’ page, select Confidentiality of Medical Information Act (CMIA).



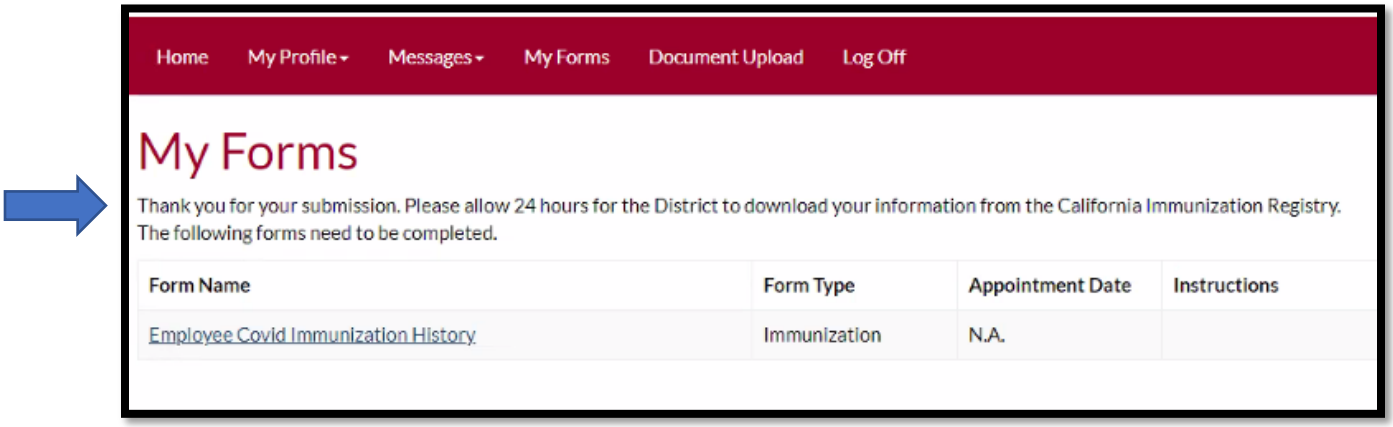

5. Review CMIA and if in agreement, select ‘Submit’ at the bottom.



6. After you click 'Submit,' the 'Confirm Message' will appear. Sign with your mouse or mousepad. Buttons for: **Clear**: Clears out the signature, **Confirm**: Submits your signature and CMIA form, **Cancel** returns to the CMIA form, no submission of CMIA form.

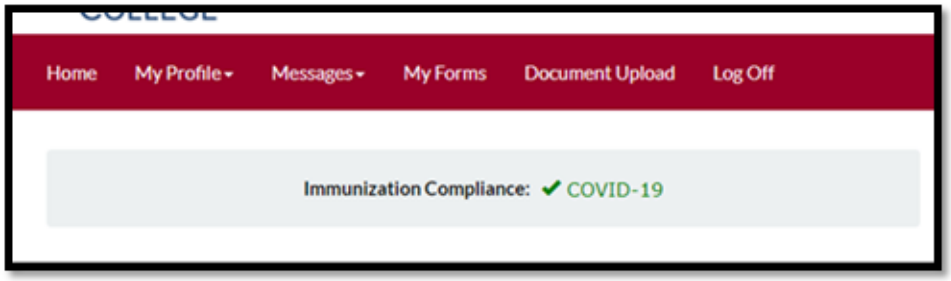



7. After you select '**Confirm**,' your CMIA form will be submitted and a message of 'Thank you for your submission' will appear. If you were fully vaccinated in California, please allow 24-hours for Gavilan College to verify your vaccination status with the California Immunization Registry.

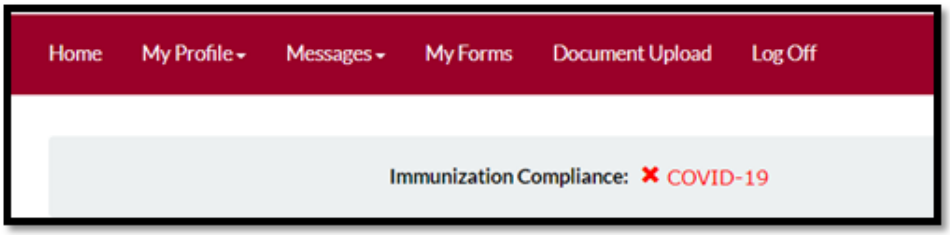


8. After 24-hours, you may login to the Health Services Portal (step 1) to confirm vaccine compliance status. On the Health Services Portal homepage, your current status will be updated to one of the following:

   A.) A message in **green of ✓COVID-19** indicates your vaccination status is **verified**. **No further action required on your part.** If you are a student, you are eligible for Spring 2022 registration in **face-to-face classes** and you are eligible for **in-person services**.




   B.) A message in **red of X COVID-19** indicates your vaccination status is not verified. If you are a student, you are eligible for **online courses and online services**.

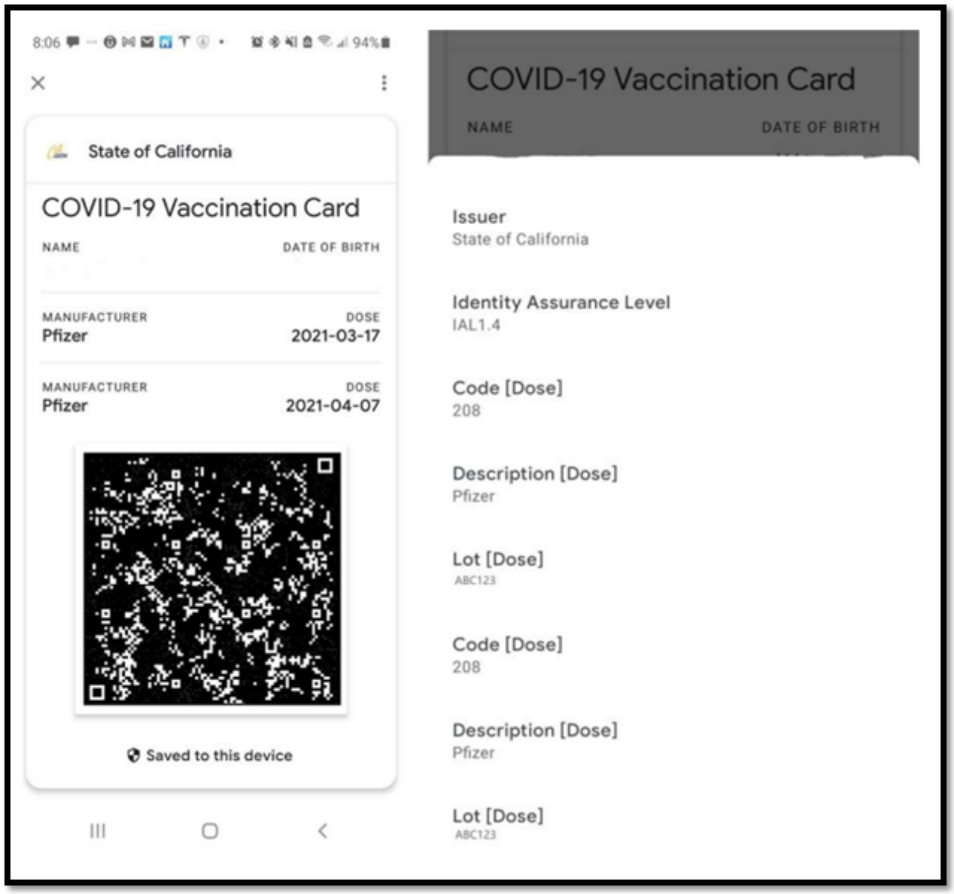



9. If you have been fully vaccinated in California, and your COVID-19 record was not matched with the California Immunization Registry, you may upload documentation of COVID-19 vaccination using the 'Manual Upload of COVID Vaccine Record' on page 5.

10. If you have been fully vaccinated outside of California, you may upload documentation of COVID-19 vaccination using the 'Manual Upload of COVID Vaccine Record' on page 5.

## Manual Upload of COVID Vaccine Record

1. Under My Forms, Select "COVID Immunization History".
2. Enter the date for each dose of COVID-19 vaccine you received in the appropriate field for the type of vaccine.
3. Upload your COVID-19 Vaccination Record Card by clicking "**Select File**" and browsing to choose the file and save. Documents with the following file formats can be uploaded: JPEG, TIFF, PNG, PDF, BMP AND GIF. The file size should not exceed 6MB.

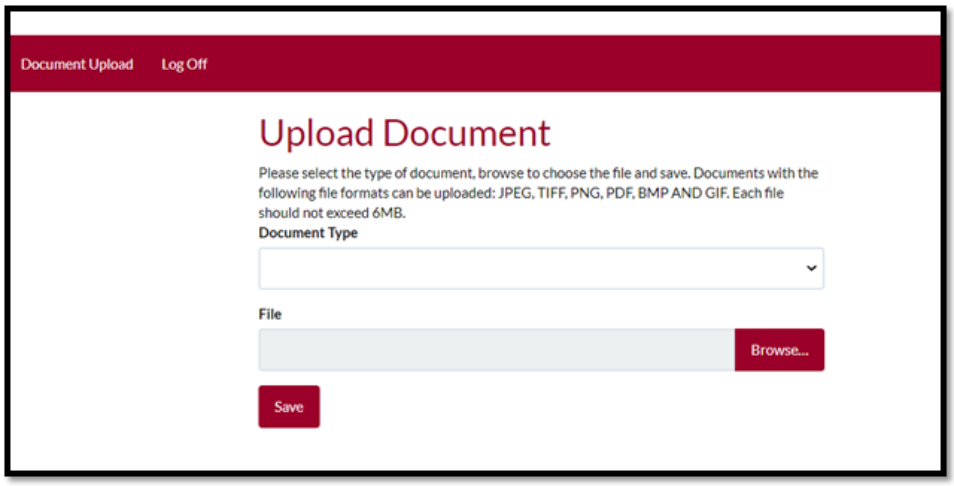



4. Click **Submit** and you are done! Please allow one (1) to two (2) business days of processing time, at which time you may return to the Health Services Portal to confirm vaccine compliance status.

## Exemption Requests

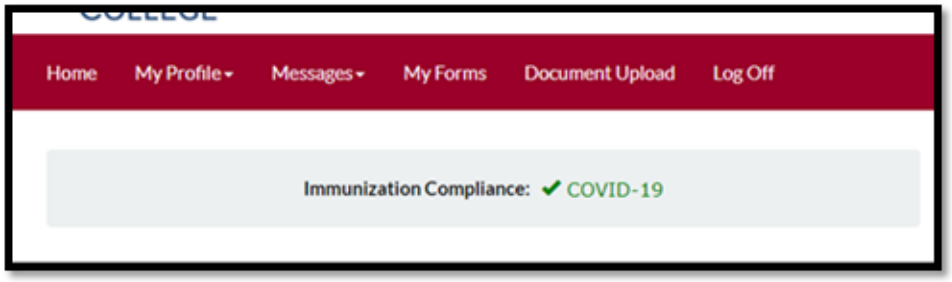
1. The **Religious Accommodation Request** form is an optional form available under My Forms in your Health Services Portal. Read and complete all sections of the form. Incomplete submissions may be rejected or denied.
2. Once complete, click **Submit**.

1. The **Medical Exemption request** form is available for download at: https://www.gavilan.edu/news/COVID19_2020/vac_docs.php
2. Take the medical exemption form to your medical provider to complete.
3. Once complete, the medical exemption request form must be uploaded to your Health Services portal and submitted for review.
4. Click on document upload. Click on the Document Type drop-down menu and select **Student Medical Exemption Form**.
5. Select the saved file from your computer. Click **Save**.




Please allow **14 working days** of review time for exemption requests. Students will receive an email via the Health Services Portal once request is reviewed by Health Services. The email will include relevant accommodation information, required testing information and/or reason for the denial. Students must log in to the Health Services portal to see their secure messages for exemptions and accommodations.

Once a medical or religious exemption is approved, you will see the following Immunization compliance message on your Health Services portal:




**NOTE:** Students must submit a new (medical or religious) exemption request for each primary semester (Spring and Fall).