▪ STUDENT HEALTH CENTER

Instructions: UTK Immunization/TB Packet
Submitting, other than 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/

3. Go to http://tiny.utk.edu/portal and enter your UTK Net ID and Password

4. Click on the "Immunization" tab at the top of the page, then click on "Enter Dates"

5. Enter your immunization information as provided by your healthcare provider and then click "Submit".

6. A pop-up message will appear directing you to next upload a paper/hard copy of your UTK Immunization/TB Record for verification purposes. As you are unable to upload your records online, you may skip this step for now.

7. Next, go back to the top of the Patient Portal Home Page and click on the "Forms" tab.

8. Click on the "Tuberculosis Screening Questionnaire" and complete.

9. 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 <u>and</u> 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 10 below.*)

10. As you are unable to upload your UTK Immunization Packet online, you must instead submit it by **ONE** of the following means:

    a. Email: immunizations@utk.edu

    b. Fax: 865-974-2000

    c. Mail: Immunization Coordinator

          University of Tennessee

          Student Health Center

          1800 Volunteer Blvd

          Knoxville, TN 37996-3102

    d. Bring to Orientation and drop off at the Student Health Center table.