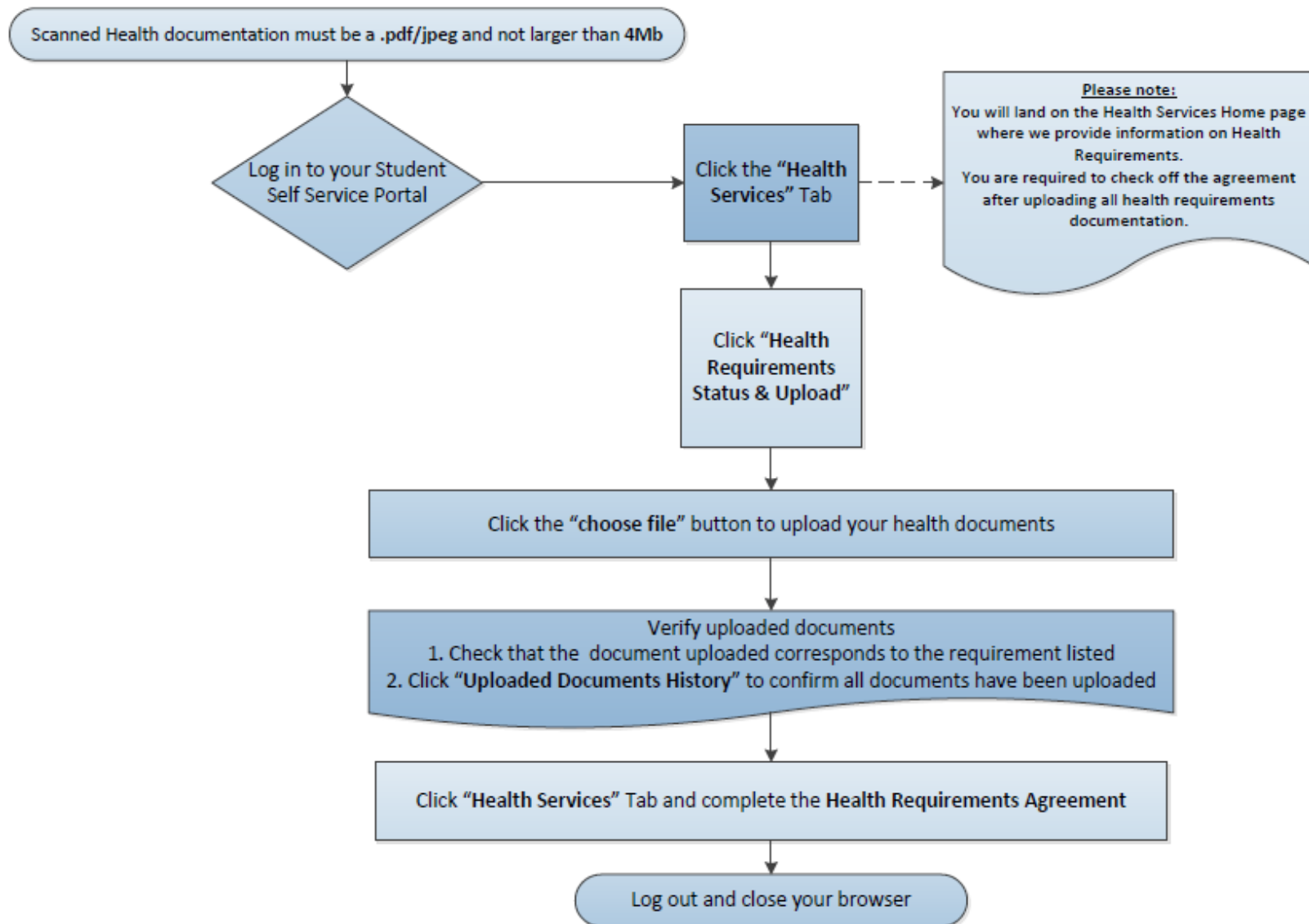


How to Upload Health Requirements on Student Portal



1. Log into your Michener Student Portal: <https://students.michener.ca/pcssd/Home.aspx>
Use the username and password that you received when you first applied to Michener.

The screenshot shows the Michener Self-Service portal. At the top, there is a dark blue header with the text "Michener Self-Service". Below this is a navigation bar with tabs for "Home", "Admissions", "Health Services", "Continuing Education", "Finances", "Grades", and "My Profile". Underneath the navigation bar, there are links for "Student TimeTable", "QI 2015", "WWS 2015", "2014SuppApp", and "2014StudentConsent". The main content area features a large banner with the Michener Institute logo and the text "Self-Service". The banner includes images of a student in a white lab coat, a student in a red shirt, and a student in blue scrubs operating an ultrasound machine. Below the banner, there is a section titled "Students" with a list of links: "Find Courses", "Register", and "Upload Health Documents". At the bottom of the page, there is a footer with the text "PowerCampus® Self-Service 8.5.2 · Copyright 1995 - 2014 Ellucian Company L.P. and its affiliates."

2. Click the 'Health Services' Tab. To view more information on health requirements click on the corresponding button below.

The screenshot displays the Michener Self-Service portal interface. At the top left, it says "Welcome Kristen (kdileo)". On the top right, there are links for "Cart", "Help", and "Log Out", along with a "Course Sections" dropdown menu and a "Search" button. Below the header is a navigation bar with tabs for "Home", "Admissions", "Health Services" (which is highlighted), "Classes", "Continuing Education", "Finances", "Grades", and "My Profile". Underneath the navigation bar, there are links for "Health Requirements Status and Upload" and "Uploaded Documents History". The main content area is titled "Health Services" and contains two buttons: "I am a new student (Click Here)" and "I am a current student preparing for clinical placement (Click Here)". On the left side of the main content area, there are links for "Michener Policies" and "Health Services Requirements". At the bottom of the page, a footer reads "PowerCampus® Self-Service 8.7.1 • Copyright 1995 - 2016 Ellucian Company L.P. and its affiliates."

3. Click 'Health Requirements Status and Upload' Tab.
Review the 'status' column to verify the status of your health requirements.

Michener Self-Service

Home Admissions **Health Services** Continuing Education Finances Grades My Profile

Health Requirements Status and Upload Uploaded Documents History

PastDue
UpComing(Due)
Completed

Health Records - UpComing(Due)

priority	status	Task	Due	Notes	Most Recent File Uploaded	Upload your Health R
002	UpComing(Due)	1 step TB test	May-19-2015	Your TB test expired one month ago, please upload ASAP	Choose File	No file chosen

Please Note:
a. Only file extensions pdf/jpg and maximum size 4Mb can be uploaded.
b. You will be able to check and verify the uploaded document matches the requirement, Once the document has been processed you will no longer have access to view the uploaded document.

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4. Upload documents using the 'choose file' button in the table under "Upload your Health Requirements" located at the end of each requirement.

Michener Self-Service

Home Admissions Health Services Continuing Education Finances Grades My Profile

Health Requirements Status and Upload Uploaded Documents History

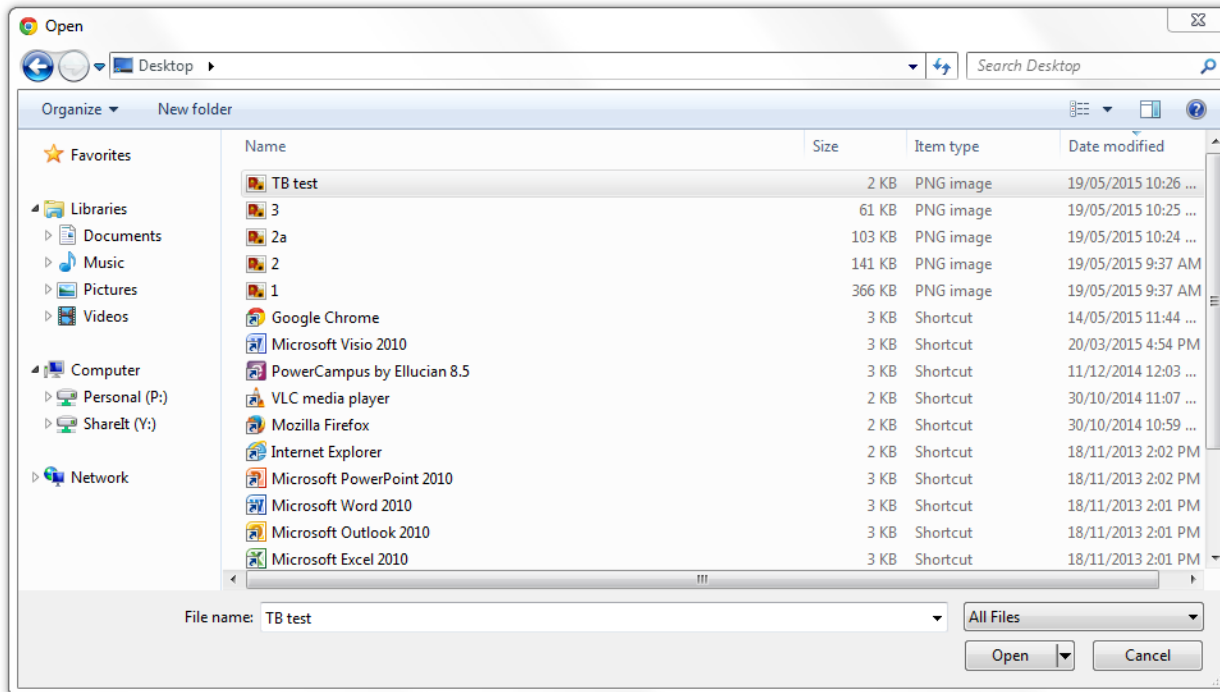
PastDue
UpComing(Due)
Completed

Health Records - UpComing(Due)

priority	status	Task	Due	Notes	Most Recent File Uploaded	Upload your Health Requirements
002	UpComing(Due)	1 step TB test	May-19-2015	Your TB test expired one month ago, please upload ASAP		<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>

Please Note:
a. Only file extensions pdf/jpg and maximum size 4Mb can be uploaded.
b. You will be able to check and verify the uploaded document matches the requirement, Once the document has been processed you will no longer have access to view the uploaded document.

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Check that the file has uploaded successfully

Michener Self-Service

Home Admissions Health Services Continuing Education Finances Grades My Profile

Health Requirements Status and Upload Uploaded Documents History

PastDue

UpComing(Due)

Completed

Health Records - UpComing(Due)

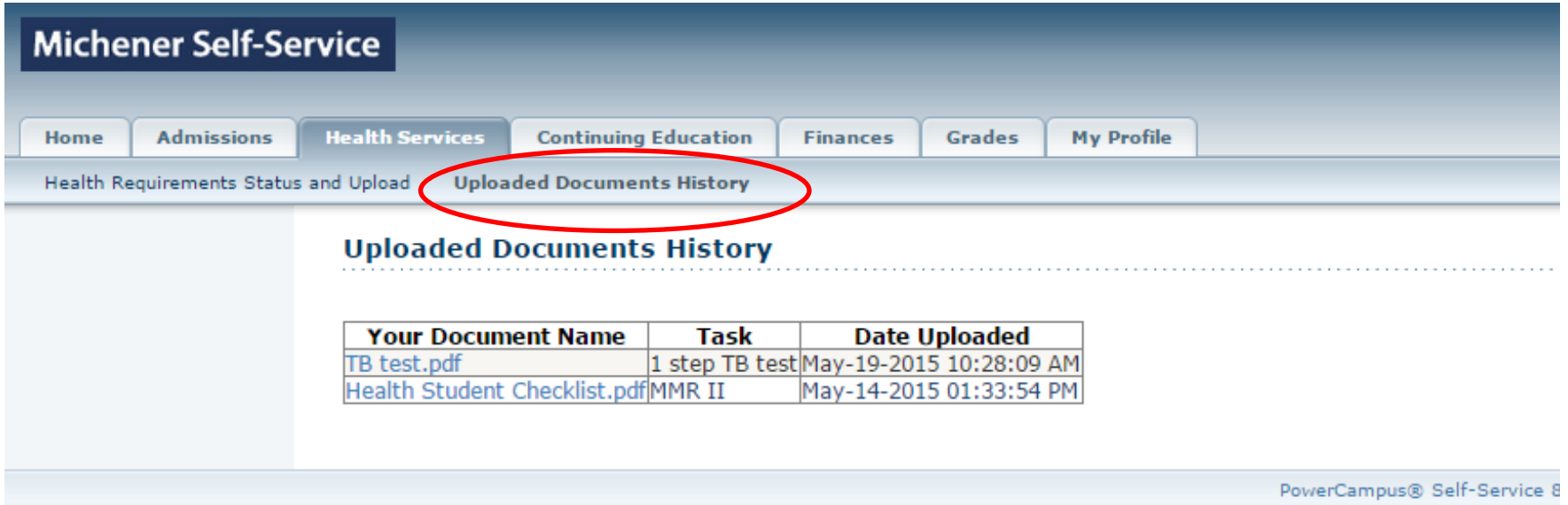
Thank You - TB test.pdf - uploaded successfully

priority	status	Task	Due	Notes	Most Recent File Uploaded	Upload your Health Requirements
002	UpComing(Due)	1 step TB test	May-19-2015	Your TB test expired one month ago, please upload ASAP	TB test.pdf	Choose File No file chosen

Please Note:

- Only file extensions pdf/jpg and maximum size 4Mb can be uploaded.
- You will be able to check and verify the uploaded document matches the requirement, Once the document has been processed you will no longer have access to view the uploaded document.

5. Click 'Uploaded documents history' to confirm all documents are uploaded



Michener Self-Service

Home Admissions **Health Services** Continuing Education Finances Grades My Profile

Health Requirements Status and Upload **Uploaded Documents History**

Uploaded Documents History

Your Document Name	Task	Date Uploaded
TB test.pdf	1 step TB test	May-19-2015 10:28:09 AM
Health Student Checklist.pdf	MMR II	May-14-2015 01:33:54 PM

PowerCampus® Self-Service 8

6. Click 'Health Services' Tab, 'I am a New Student' and complete the Health Requirements Agreement

Michener Self-Service

Home Admissions Health Services Classes Continuing Education Finances Grades My Profile

Health Requirements Status and Upload Uploaded Documents History

Michener Policies

Health Services Requirements

Health Services

After documents are uploaded, allow 5 – 7 business days for processing. Students may check the status of their health requirements status updates and notes after this period. Failure to submit a signed and correctly completed Immunization Requirements Form (IRF) will impact student's ability to commence your program.

Students are responsible for keeping a copy of the IRF form, all laboratory reports, TB test forms and any other associated required health documents. In keeping with Michener's Privacy Policy as posted on Michener.Ca [Privacy Policy](#), these records are not archived and are destroyed once students complete or permanently withdraw from their program.

Mandatory Entry Requirements are due prior to August 31.

1. Immunizations Requirements Form
 - [Full Time Students](#)
 - [Part Time Students](#)
2. Laboratory reports for:
 - a. Chicken Pox (Varicella)
 - b. Measles
 - c. Mumps
 - d. Rubella
 - e. Hepatitis B
3. Vulnerable Sector Check
4. Standard First Aid and CPR for Health Care Providers (BLS provider) – for the Chirocopy Program only

Standard First Aid – For Medical Laboratory Sciences Program only

HEALTH REQUIREMENTS AGREEMENT
Please check the list below as appropriate.

- I have read and understood the health requirements as outlined in the Student Health and Vulnerable Sector Check Policy on the Michener website [related policies](#)
- I agree/acknowledge I am responsible for ensuring my requirements are complete and current for the duration of the program
- I understand that it is my responsibility to inform [Health Services](#) of any [communicable disease](#), special need or medical condition which may place me at risk or pose a risk to others at The Michener Institute or on clinical placement.
- I have completed and uploaded the health requirements documentation (Please check only after you have uploaded all requirements)
- I **Kristen Dileo** give permission to Health Services to contact my family physician for information, and to release health information to my clinical site(s).

Submit agreement to Michener

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7. Log out and Close your browser

Michener Self-Service

Successful Log Out

❗ For security reasons, please close your browser to clear your sensitive information.

Close Browser

▶ [Self-Service Home](#)