Roger Williams
University
——————
HEALTH SERVICES

Instructions for accessing and uploading health forms including updated vaccine cards:

All **STUDENT** health forms and immunization records, including updated COVID vaccination cards, must be submitted electronically in the Health Services Patient Portal. Please do not mail, fax or email health forms.

1) To access the **Health Services Patient Portal,** log in to Roger Central at http://rogercentral.rwu.edu/ ; select Academics > Student Planning > Health Services Patient Portal in the drop-down menu.

2) Submitting any immunization record including updated COVID vaccine cards is a 2-step process:
   Step 1 - Click on the **Immunization** tab and manually enter each vaccination date
   Step 2 - Click on the **Upload** tab, scroll to the bottom and select
   Immunization record option in the drop-down.

3) Upload your COVID vaccine card as follows:

   - COVID-19 vaccine card – upload this form under 'immunization record' option in the drop-down (*Note: there is no COVID-19 specific document option*)

Contact Health Services at 401-254-3156 or health@rwu.edu if you need further assistance.