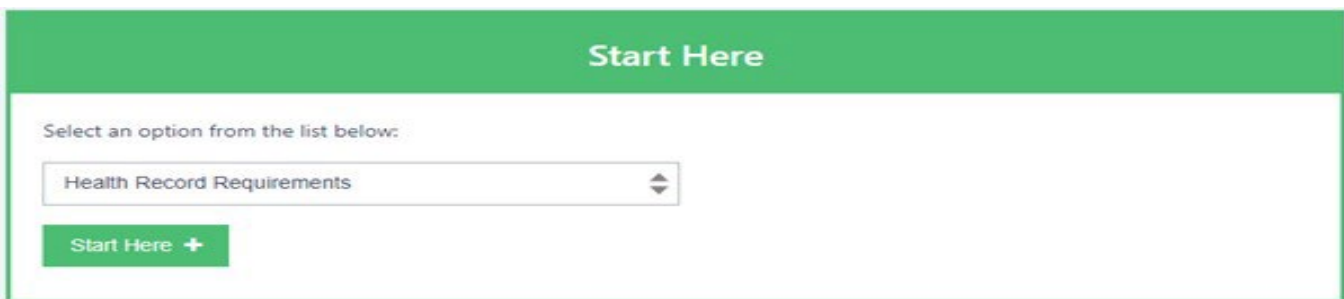# INSTRUCTIONS FOR SUBMITTING HEALTH RECORDS AND UPDATES IN IMMUWARE

1. Already have an Immuware account? Please login to Immuware: https://cscc.immuware.com to view your requirements and/or updates
2. Don't have an account yet? Please request access to Immuware by scanning the QR code below or use the following link https://web.cscc.edu/forms/immuware.php

3. A confirmation email regarding your request will be sent to your CSCC student email account

4. You will receive a **Welcome Email** from Immuware when your access to Immuware is ready. Please allow up to 24 hours to receive this email from the time you submit your request

5. Login to Immuware: https://cscc.immuware.com
   The link in the Welcome Email will be the same

6. You will use your CSCC login and password to login to Immuware

You will see all the Health Record Requirements under your name, please click the "Start Here" button, select Status Details, choose Student Requirements then select your program of Study (*)

7. Read through all instructions in Immuware to ensure you are submitting your documents properly; please ensure you are submitting your documents right side up

8. Please ensure your documents are fully complete before you upload each page and ensure you enter all dates correctly

9. You must sign, save the acknowledgement, and save All Submissions Complete under Submit your Health Record as the last step to be placed into Queue for processing

   * DO NOT SELECT THE RN PROGRAM UNLESS YOU HAVE RECEIVED AN OFFICIAL LETTER OF ACCEPTANCE FROM THE NURSING PROGRAM COORDINATOR
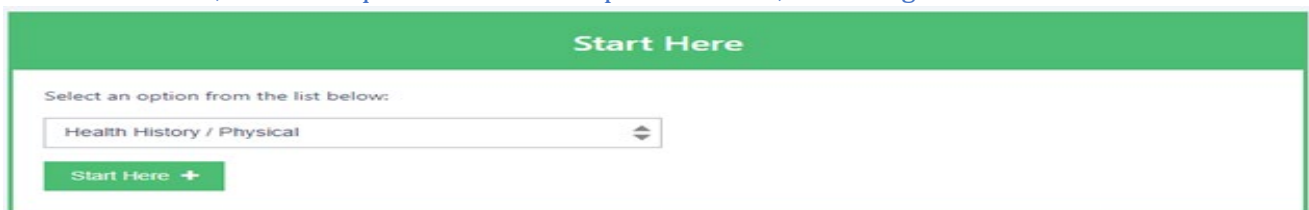
1. I can't log into Immuware.

   You may log on through the link in your Welcome email. You will use single sign on the I**MMUWARE LOGIN SCREEN**, when prompted on the Columbus State login page use your CSCC username and Password to login. You must wait 24 hours after requesting access to Immuware to be able to log in. *If you are experiencing login issues, please attempt to use a different browser. Still having issues please call 614-287-2450.

2. How do I upload documents?

   Under Start Here, select a requirement from drop-down menu, click the green "start here" button.

   Start Here

   Select an option from the list below:

   Health History / Physical

   Start Here +

   - Fill in all information that has a red asterisk * (please note: the occurrence will automatically generate, do not change this date) Ensure you are inputting the dates of all immunizations, testing, physical, and health history where applicable.
   - Attach your files under "Select files" and make sure it is in the correct format (.jpg, .jpeg, .pdf, .png, or .gif) and click save. You will not be allowed to continue or save this entry unless your attached document is saved in one of these formats (.jpg, .jpeg, .pdf, .png, or .gif).
   - When you are finished uploading all documents under your requirements, click the Record Next Step, and save the ready for review status, then click "Back to Personnel Details", continue this process until you are finished uploading all your documentation under each requirement.
   - The last step is to ensure you have selected **Submit your Health Record listed** under "START HERE", click start here; under status details ensure you have reviewed the student requirements, signed and saved your acknowledgement, select record next step and save "All submissions complete and ready for review".

3. It won't let me upload documents.

   You must wait up to 24 hours after requesting access to Immuware before you can upload documents.

4. I uploaded the wrong document; how do I upload the correct one?

   You may select ready for review and upload correct documents at that time.

5. Did I upload my documents correctly?

   Please ensure each document is uploaded right side up, displays all 4 corners with minimal background, is legible and uploaded as (.jpg, .jpeg, .pdf, .png, or .gif)

   ALL documents must include your first and last name, name of vaccine or test, date of vaccine or test, test result if applicable, **facility information, and credentials.**

   We will review your documents within 10 business days, if there are any issues that need addressed, we will list follow up instructions in Immuware. Click the word **Follow Up** to view notes in Immuware.

6. I've uploaded all my documents; how do I submit my record?

   The last step is to select **Submit your Health Record** under "START HERE", click the Start Here button, under status details ensure you have reviewed the student requirements, signed, and saved your acknowledgement, select record next step, and save "All submissions complete and ready for review". Please click **SAVE** under "All submissions complete and ready for review to be placed into queue (in line) for processing. It may take 5- 10 business days for your documents to be reviewed. You will receive an email to your student email once you have successfully placed your record in queue. You will receive an email once your health record has been processed.