Step-by-Step Immunization Requirement Guide

The California Department of Public Health (CDPH) has asked that ALL incoming students show proof of the following immunizations:

<table>
<thead>
<tr>
<th>Required Vaccination</th>
<th>Proof of Immunization Required</th>
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<tbody>
<tr>
<td>Measles, Mumps and Rubella (MMR)</td>
<td>2 doses; first dose no more than 4 days before your 1st birthday. OR - Titer (blood test) showing immunity</td>
</tr>
<tr>
<td>Varicella (chickenpox)</td>
<td>2 doses; first dose no more than 4 days before your 1st birthday. OR - Titer (blood test) showing immunity</td>
</tr>
<tr>
<td>Tetanus, Diphtheria and Pertussis (Tdap)</td>
<td>1 dose on or after 7th birthday (NOTE: Td/DTP does NOT satisfy the requirement)</td>
</tr>
<tr>
<td>Meningococcal conjugate-- (Serogroups A, C, Y, &amp; W-135)</td>
<td>No more than 4 days before 16th birthday; applicable for all students under age 22 on first day of instruction. (NOTE: Meningococcal Conjugate commonly goes by the names “Menveo” or “Menactra”)</td>
</tr>
</tbody>
</table>

Please review our Frequently Asked Questions page for more details. **Follow the steps in the following pages to satisfy the requirement.**

Note: Do you have a MEDICAL exemption to some of the requirements (personal exemptions are not permitted)? You must have this form filled out by a healthcare provider and return to UHS.
Step 1: Print Template

A. Click HERE to open a PDF of a blank Immunization template.
B. Print it out. (It is a read-only template.)
C. Take your time to fill this out ahead of time so you will know what dates you will need from your immunization record to complete the online form. You do not submit this form - this is for your preparation only.
D. You WILL NOT be able to modify information once you submit the form, so have your information ready before you go to step 2.
Step 2: Login to Patient Portal

A. Go to etang.berkeley.edu.
B. Authenticate in using your CalNet ID and passphrase.
Step 3: Access your forms

You forms are directly accessible from your eTang home page to-do list OR Click **Forms** in the left sidebar to go to your available forms.
Step 4: Open your Immunization form

There are multiple forms required to use the portal and interact with our healthcare services.

The only ones necessary for your CalCentral checklist are the Immunizations and TB Risk Screening Form.
Step 5: Fill out the form

As you fill out the form, click in the date box to reveal a calendar.

To avoid delays in clearance, please ensure the dates you enter match the dates on your records.
Step 6: Upload a copy of your Immunization Records

**From a computer** - Email yourself a photo of your records or scan them into your computer. Use the “Add Immunization record” button to browse to the files. If it's an image, you can click the “Edit” button below the photo to adjust, rotate, resize or crop the photo.

**From your mobile device** - Just click “Add Immunization record” from the bottom of the form and it will access your camera.

Upload an image or PDF of your vaccine and titer records (image files are acceptable).

*NOTE: We can only accept image files or PDF’s.*
Step 7: Submit the form

Once you are ready to submit, click Submit Final.

Remember, you cannot update or edit the form once it has been submitted. If you are not ready to submit yet, select the Save Partial option to save your information. Note that no information will be received until you use the Submit Final selection.
Step 8: Check for compliance

It takes 7-10 business days after submitting the form in eTang for the checklist items to be cleared in CalCentral.

You have 2 checklist items. The checklist items will not be cleared until you have:

- Submitted your Immunization Form
- Are fully compliant with TB testing

Please note additional steps may be needed. If so, you will be contacted via eTang secure message. You will receive a generic email with a link to log into eTang to view your message (select Messages from left side navigation).

Secure message from UHS

You have a new message from University Health Services at the Tang Center.
To access your messages, go to the eTang secure portal: https://etang.berkeley.edu
Log in with your CalNet ID and Passphrase and check your inbox for messages.

Tang Tip: This is an official email from University Health Services. If you are unsure about its authenticity, hover your mouse over the link above and before you click on it, make sure that it is directing you to https://etang.berkeley.edu. As soon as you click the link, you will immediately see the authentication website where you can enter your CalNet ID and password. For other tips to avoid phishing, see Berkeley’s official page at https://security.berkeley.edu/content/phishing.
Add more records if needed

While you cannot update the form after submission, you can upload additional records to the portal through the Immunization Upload link in the left sidebar in eTang:
Review your immunizations/compliance

On the Immunization Record page in eTang you can review what is compliant/non-compliant and your immunizations based on the information you self-reported in the Immunization form.

Thanks for reading! If you have any questions please review our Frequently Asked Questions webpage or use our help form.