

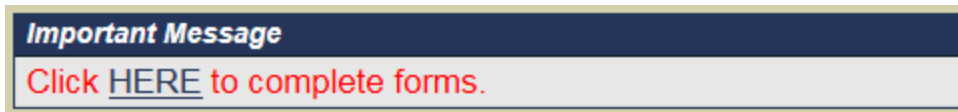
## Instructions for the Student Health Portal

All registered students will have access to the Student Health Portal 90 days prior to the start of classes.

Health Portal: <https://keystone.studenthealthportal.com/ExternalAuth>

### Submit required forms:

1. Login to the health portal using the same username and password that you received for your Keystone email and MyKC.
2. Choose the *My Forms* tab or select “Click *HERE*” under the *Important Message* box at the top of the page:



3. You will see a list of forms to complete and submit. All NEW students will see:
  - o **Immunization Form**  
You will need your immunization records from your medical provider to complete the immunization record form in the Health Portal.
4. Submit or save for later  
You can click “**Submit**” when form is complete or choose “**Complete Later**” to save the form and come back to complete at a later time.

### Upload required documentation:

Just completing the forms in the online Student Health Portal is not enough. We also need copies of your records and other documentation.

1. Health Insurance Card (front and back)
2. Physical Exam Form (Athletes and International Students)

### How to upload a document

You can post a document by scanning with a desktop scanner or by taking a picture with your cell phone or iPad. It is similar to how you post to Facebook or Instagram.

1. Scan the document or take a photograph with your cell phone or iPad.
2. Navigate to the Student Portal
3. Choose the Document Upload tab
4. Choose the document type option to match the file you are going to upload
5. Browse your phone or desktop for your document file
6. “Save” to post the document

Home My Profile Messages ▾ My Forms Appt. Scheduling ▾ **Document Upload** Log Off

Please select the type of document, Browse to choose the file and Save. The following types of forms can be uploaded: **trouble, please re-scan at a lower resolution or upload 1 page at a time.**

**Upload Document**

Document Type  Browse...

Save

- Immunizations
- Insurance Card (Back)
- Insurance Card (Front)
- Medical History (Returning Athletes)
- Medical History and Physical (New Athletes)
- Physical Exam

### Contact Student Life

- **Phone:** 570-945-8400
- **Email:** studentlife@keystone.edu
- **Location:** 2<sup>nd</sup> floor of Hibbard Campus Center
- **Hours:** Monday through Friday from 8:30 till 5:00  
Summer: Monday through Thursday 8:00 till 4:00 and Friday 8:00 till 12:00