How to upload photos and documents through the patient portal

***It is easiest from your mobile phone***

FROM YOUR MOBILE PHONE

● Log into the patient portal at pdx.edu/health-counseling, scroll down and click on Patient Portal

● Select PSU (Odin) Account

Please select your login account type.

PSU (Odin) Account

Other University Guest
● Enter your ODIN information and then birthdate

● Click on the menu icon (3 line icon) and select **Messages** on the left-hand side.
● Select **New Message**

![New Message button](image)

● Select the 1st radio button: *Upload medical records, forms, and COVID-19 vaccine records.*
● Click **Add attachment: Submit your vaccine card or vaccine documentation.**

- Choose one of the following:
  - "Take photo" or "Camera" (depending on your type of phone) and snap a photo of your document
  - "Photo Library" or "Files" to retrieve an existing photo of your document

- You may add text or just click **Send**

That’s it!