



Center for Student Health & Counseling  
Portland State University  
Phone: 503.725.2800  
Fax: 503.725.5812  
1880 SW 6<sup>th</sup> Ave. Portland UCB Suite 200

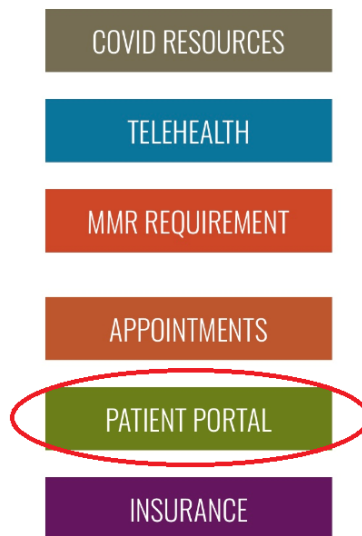


## How to upload photos and documents through the patient portal

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

### FROM YOUR MOBILE PHONE

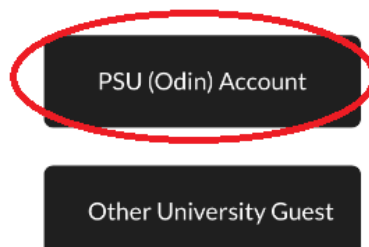
- Log into the patient portal at [pdx.edu/health-counseling](http://pdx.edu/health-counseling), scroll down and click on ***Patient Portal***



- Select ***PSU (Odin) Account***



Please select  
your login  
account type.



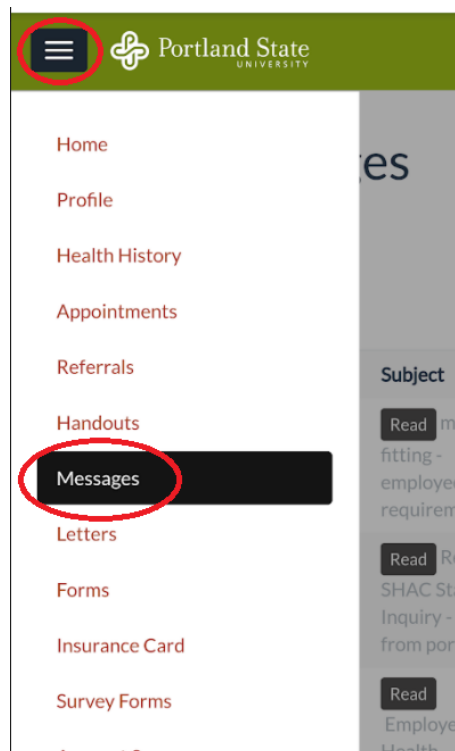


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- Enter your ODIN information and then birthdate

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





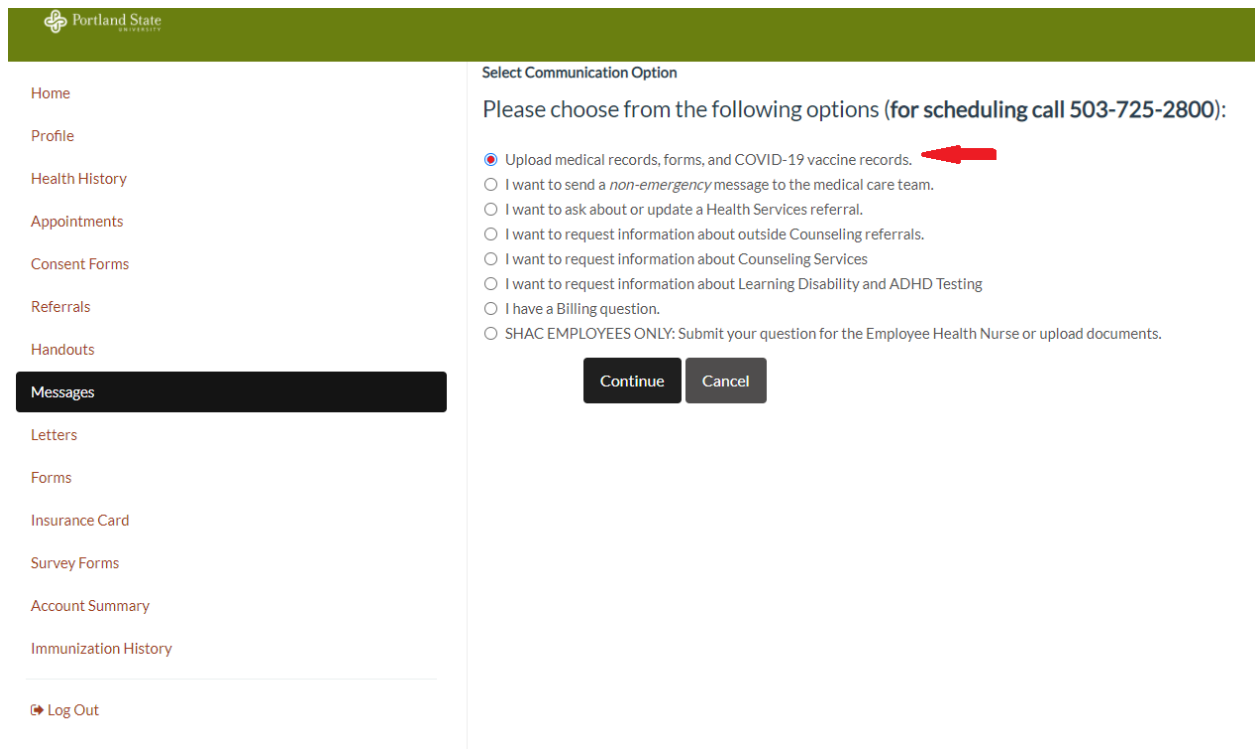
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- Select **New Message**



- Select the 1st radio button: **Upload medical records, forms, and COVID-19 vaccine records.**





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- Click **Add attachment: Submit your vaccine card or vaccine documentation.**

mychart.shac.pdx.edu/messages\_send\_compose.aspx

Portland State University

Home  
Profile  
Health History  
Appointments  
Consent Forms  
Referrals  
Handouts  
**Messages**  
Letters  
Forms  
Insurance Card  
Survey Forms  
Account Summary

## Compose New Secure Message

(Information submitted becomes part of your health record)  
Measles forms should be emailed to vaccines@pdx.edu.

Recipient: RECORDS, GROUP  
Message Type: Standard Secure Message  
Subject: Records question - SHAC portal  
Attachments: Add attachment..

Please compose your message in the space below:

Responses can take up to 48 business hours. If this is an emergency, call 911.

Send Cancel

- 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!