

Covid Vaccination Status

To submit your Covid vaccination status please visit the University portal: [University portal](https://portal.occhealth.manchester.ac.uk/Portal/login.aspx?ReturnUrl=%2fPortal)

The first page you will see is below:

- Please click 'Sign up now'

MANCHESTER 1824
The University of Manchester

Sign in using your Portal account

Enter your email address

Enter your password

Sign In

Forgotten your password?

Don't have a Portal account? **Sign up now**

Welcome ...
to your Occupational Health portal.

The next page you see will be the below:

- Please complete and press continue. The company reference is: M500989C
- Please ensure you use your student email address @student.manchester.ac.uk

MANCHESTER 1824
The University of Manchester

Create Your Portal Account

Enter your email address

Confirm your email address

Enter your company reference

Enter a password

Confirm the password

Select a security question to answer

Enter your answer

Enter the captcha text shown below

8P 3nz

Continue

Help ...

To sign up, please enter your details in the fields opposite.

If you have not yet been given a **Company Reference** number please contact us, as this is required to complete the Sign Up process.

The answer to your **Security Question** will be required in the event that you need to reset your password.

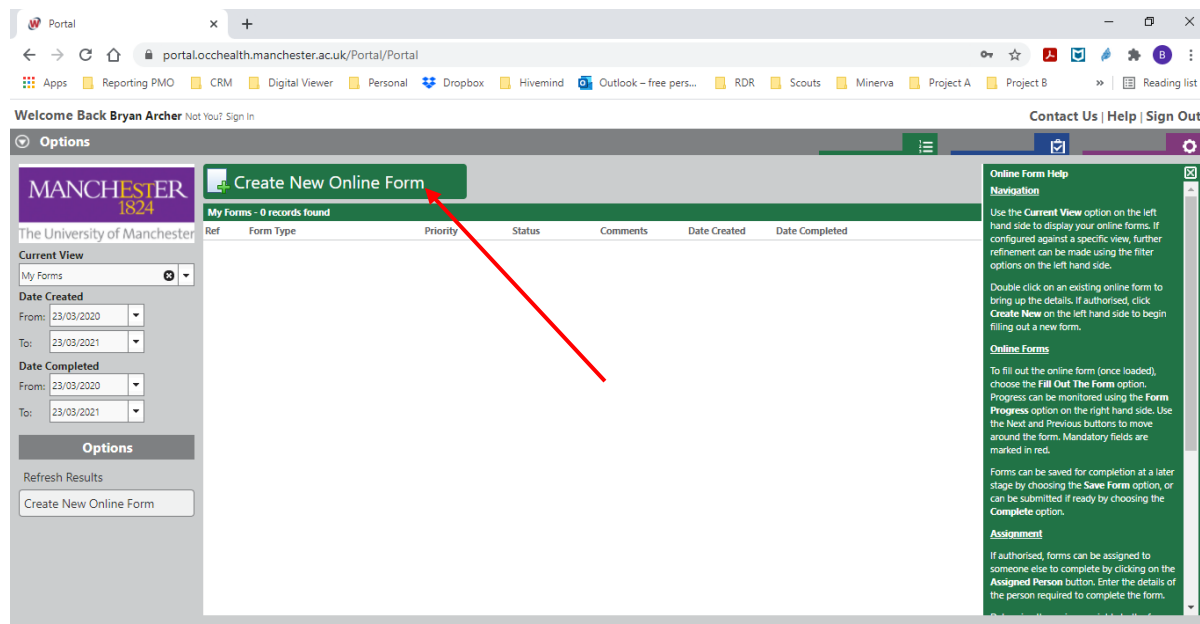
If you are unable to read the **Captcha Text**, please use the buttons provided to listen to, or reload the text.

A verification email will then be sent by the system to you:

- Please open this email to verify your account so you can log in.

If you are already on our system once you have logged in you will see the screen below:

- Click on Create New Online Form.

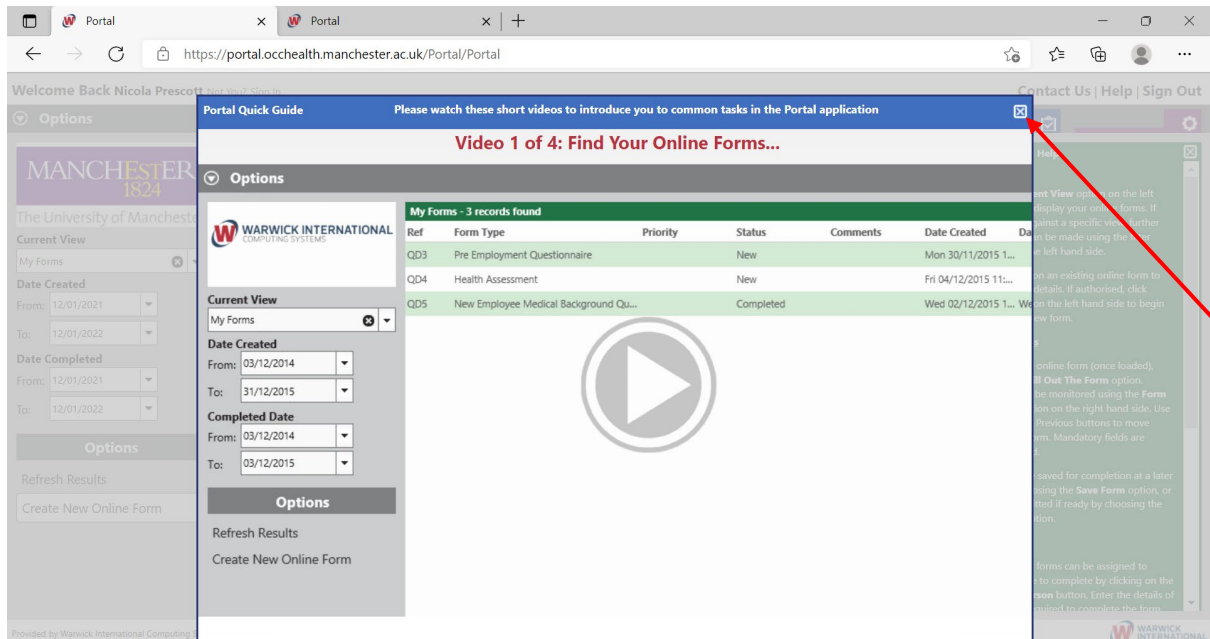


If you are not on our system you will need to create an account and will see the page below:

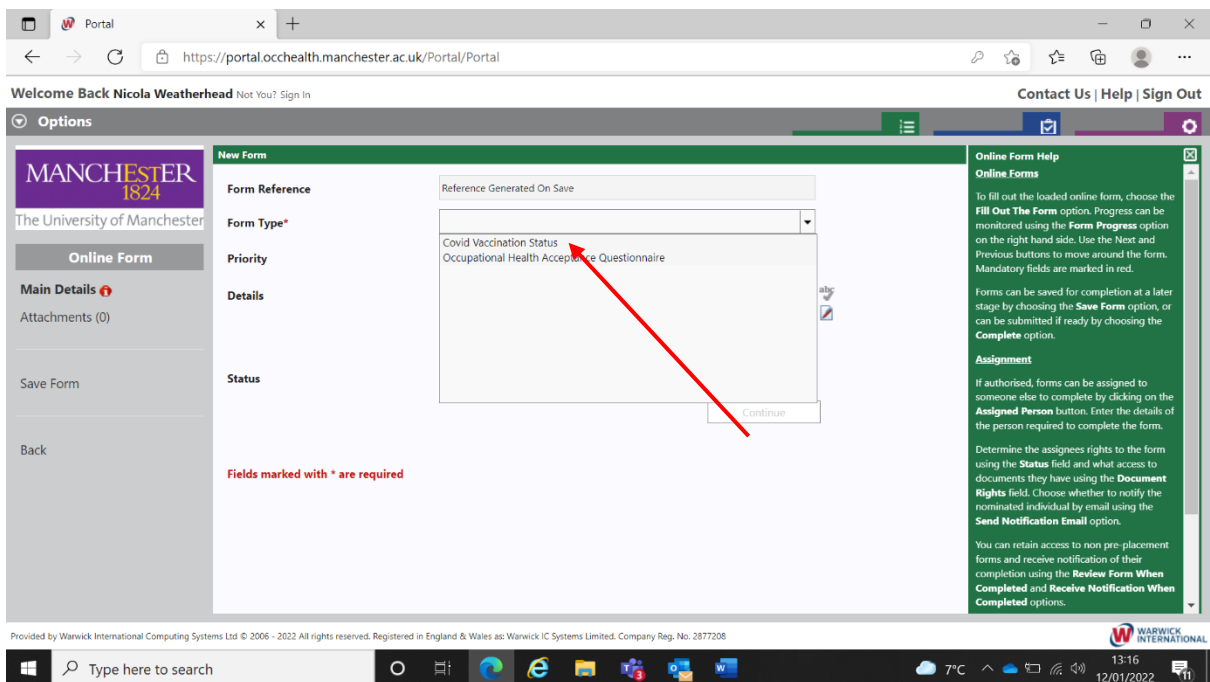
- Please fill in your forename, surname and date of birth and click next.
- Then please input your mobile number and click next
- The next page will show Organisation: University of Manchester and Site: Main Site, these are both correct so please click save changes.

A screenshot of the 'Personal Details' form on the University of Manchester Portal. The browser address bar shows 'https://portal.occhealth.manchester.ac.uk/Portal/Portal'. The page header indicates 'You are not currently associated with a Personnel record in the Portal'. The form is titled 'Settings' and 'Personal Details'. It includes a warning icon and text: 'In order to access the Portal, your User account needs to be linked to a Personnel record held in the system. Please enter your details in the fields below, and click on Next to continue.' Below this is a note: 'Closing the browser or signing out before clicking 'Save Changes' on the last screen will result in all entered data being lost.' The form fields are: 'Company Reference*' (with value 'M500989C'), 'Forename*' (empty), 'Surname*' (empty), and 'Date Of Birth*' (empty with a 'Show calendar' link). To the right of the 'Forename*' and 'Surname*' fields is the text 'Please enter your Forename' and 'Please enter your Surname' respectively. To the right of the 'Date Of Birth*' field is the text 'Please enter your Date Of Birth'. At the bottom left of the form is a 'Next' button. A red note at the bottom states 'Fields marked with * are required'. The left sidebar contains links for 'Personal Details', 'Contact Details', 'Employment Details', 'Change Password', 'Account Management', and 'Management Structure'. The footer includes copyright information for Warwick International Computing Systems Ltd and the Warwick International logo.

You will see the below screen, you do not need to watch the portal guide video, please press the x to close this screen.



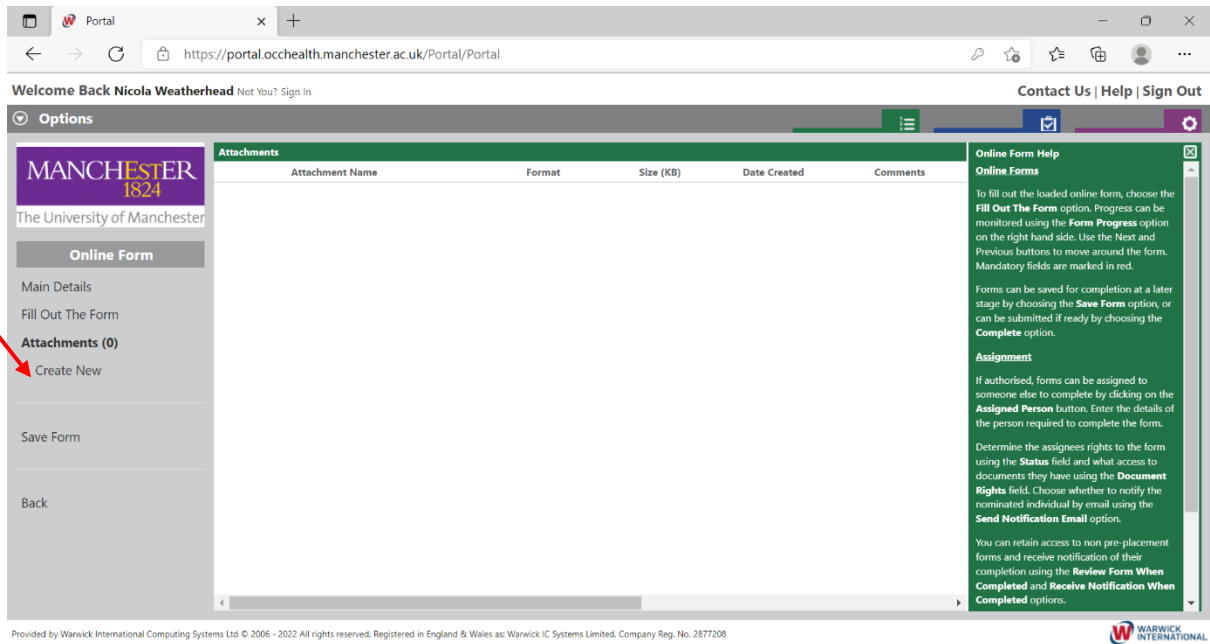
- Click on Create New Online Form.
- Select 'Covid Vaccination Status' from the 'Form Type' drop down.



Press continue and you will see information on approved vaccines and recognised evidence information. It will then ask you your vaccination status and you will need to upload evidence of this.

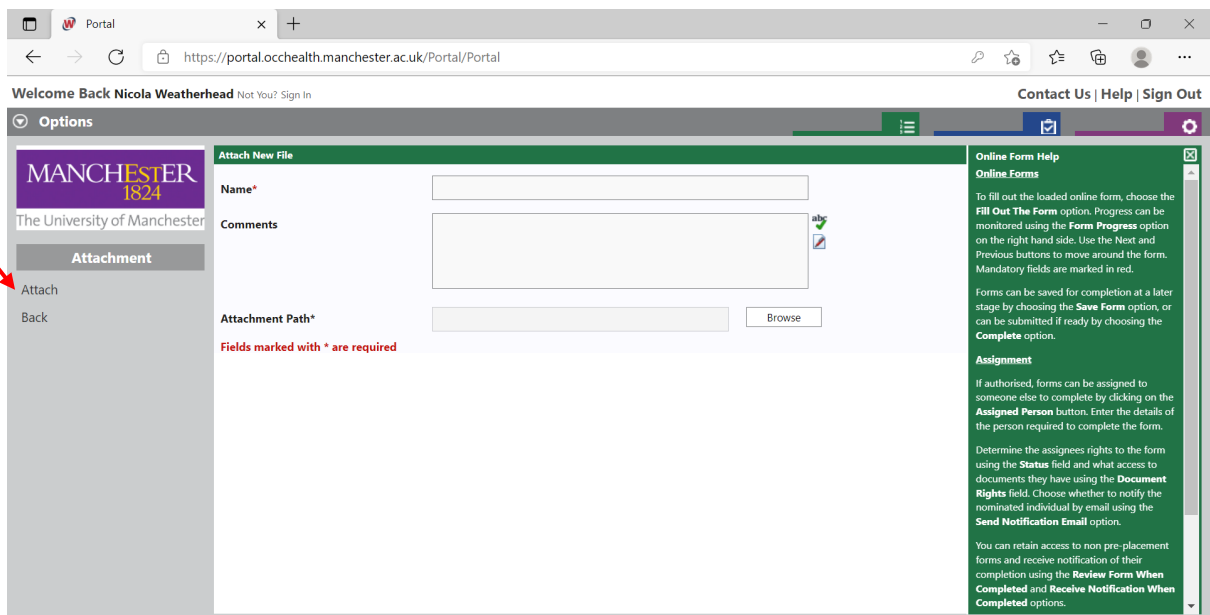
To attach evidence:

- Please click 'Attachments on the left-hand side' and 'Create new'



The screenshot shows the 'Portal' interface for 'The University of Manchester'. The user is logged in as 'Nicola Weatherhead'. The main content area is titled 'Attachments' and contains a table with columns: Attachment Name, Format, Size (KB), Date Created, and Comments. The table is currently empty. On the left-hand side, there is a sidebar with the following options: 'Online Form', 'Main Details', 'Fill Out The Form', 'Attachments (0)', and 'Create New'. A red arrow points to the 'Create New' link. On the right-hand side, there is a 'Help' panel titled 'Online Form Help' which contains instructions on how to fill out the form, save it, and assign it to someone else. The footer of the page includes the text: 'Provided by Warwick International Computing Systems Ltd © 2006 - 2022 All rights reserved. Registered in England & Wales as Warwick IC Systems Limited. Company Reg. No. 2877208' and the 'WARWICK INTERNATIONAL' logo.

- Put in a name of the file attachment eg. 'Vaccine evidence' and then click browse and upload your attachment.
- Once you have done this click 'Attach' on the left-hand side.



The screenshot shows the 'Portal' interface for 'The University of Manchester'. The user is logged in as 'Nicola Weatherhead'. The main content area is titled 'Attach New File' and contains the following fields: 'Name*' (a text input field), 'Comments' (a text area), and 'Attachment Path*' (a text input field with a 'Browse' button next to it). A red arrow points to the 'Attach' link in the left-hand sidebar. Below the 'Attachment Path*' field, there is a red warning message: 'Fields marked with * are required'. On the right-hand side, there is a 'Help' panel titled 'Online Form Help' which contains instructions on how to fill out the form, save it, and assign it to someone else. The footer of the page includes the text: 'Provided by Warwick International Computing Systems Ltd © 2006 - 2022 All rights reserved. Registered in England & Wales as Warwick IC Systems Limited. Company Reg. No. 2877208' and the 'WARWICK INTERNATIONAL' logo.

You will then see the screen below, don't worry if attachments on the left still says 'Attachment (0)'.

- Click 'Fill out the form'

The screenshot shows a web browser window with the URL <https://portal.occhealth.manchester.ac.uk/Portal/Portal>. The page header includes a welcome message for Nicola Weatherhead and navigation links for 'Contact Us', 'Help', and 'Sign Out'. The main content area is titled 'Options' and features a sidebar on the left with the University of Manchester logo and a list of options: 'Online Form', 'Main Details', 'Fill Out The Form' (highlighted with a red arrow), 'Attachments (0)', 'Create New', 'Save Form', and 'Back'. The main area displays an 'Attachments' table with columns for 'Attachment Name', 'Format', 'Size (KB)', 'Date Created', and 'Comments'. On the right, there is an 'Online Form Help' section with instructions on how to fill out the form, save it, and assign it to someone else.

This will take you back to the screen below:

- Complete your vaccination status from the drop down and confirm you have attached appropriate evidence.
- Click 'Save Form' and a pop up will show asking if you would like to set form as complete, please click yes.

The screenshot shows the 'Covid Vaccination Status' form. The sidebar on the left is updated with the 'Fill Out The Form' option highlighted. The main area is titled 'Vaccination information' and contains two questions: '1. Vaccination status *' with a dropdown menu, and '2. Using the attachment option on the left of the page, I confirm that I have attached evidence of my vaccination status*' with a checkbox. At the bottom, there are buttons for '< Previous Page' and 'Save Form'. A red note at the bottom states 'Fields marked with * are required'. The 'Online Form Help' section on the right remains visible.

You have now submitted your vaccination status this will automatically be submitted to the Occupational Health service. Please assume that everything is acceptable unless you hear from your School or Occupational Health.