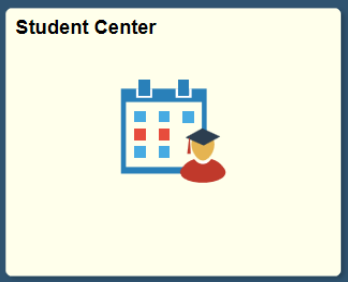

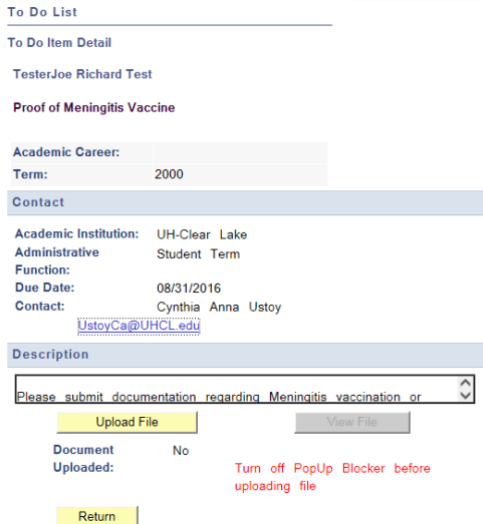
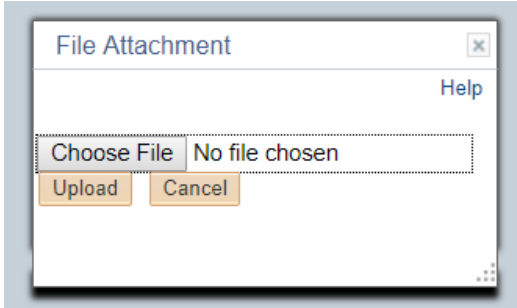




## Uploading Bacterial Meningitis Record

Steps	Descriptions						
1.	Access the UHCL E-Services page at <a href="http://www.uhcl.edu/eservices">www.uhcl.edu/eservices</a> . Enter your UHCL network ID and password or your 7 digit ID and password.						
2.	Click on the <b>Student Center</b> tile 						
3.	Under your <b>To-Do List</b> , click on <b>Details/Upload Documentation</b> link. 						
4.	To upload a document, click on the <b>Upload/View Document</b> link for the <b>Proof of Meningitis Vaccine</b> Item listed. <table border="1" data-bbox="203 1138 1523 1201"> <tr> <td><a href="#">Proof of Meningitis Vaccine</a></td> <td>06/05/2018</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Application</td> <td><a href="#">Upload/View Document</a></td> </tr> </table>	<a href="#">Proof of Meningitis Vaccine</a>	06/05/2018	Initiated	UH-Clear Lake	Admissions Application	<a href="#">Upload/View Document</a>
<a href="#">Proof of Meningitis Vaccine</a>	06/05/2018	Initiated	UH-Clear Lake	Admissions Application	<a href="#">Upload/View Document</a>		
5.	Click on the <b>Upload File</b> button. <b>Please make sure you have turned off your Popup Blocker.</b> 						
6.	The system will provide a message to indicate that the file naming conventions and format required. It will also provide you a statement asking for certification of information provided.						

	Click <b>OK</b>
7.	<p>Click on <b>Browse</b> to find file. <b>Choose file</b>, then click on <b>Upload</b></p> 
8.	<p>Once the document has successfully uploaded, the system will show <b>View File</b> and <b>Document Uploaded</b> will show Yes. Click on Return.</p>
9.	<p>Click on  or  to return to the Home Page.</p>