

# OLD DOMINION UNIVERSITY MONARCH WELLNESS PORTAL

Below are the instructions for uploading documents to Monarch Wellness Portal:

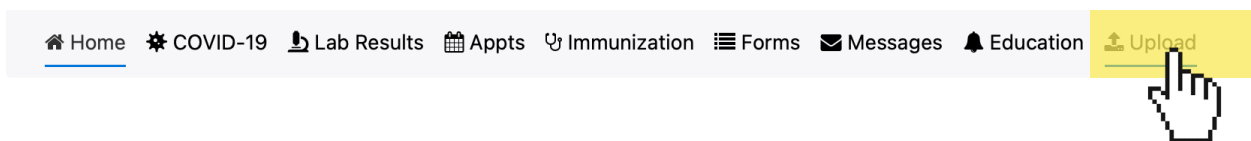
## STEP 1:

Visit the Monarch Wellness Portal and sign in: <https://bit.ly/2QOa3w>



## STEP 2:

Click on the "Upload" menu item:



## STEP 3:

Read the instructions:

### Instructions for Uploading Documents

**Step #1:** Scan and save your documents individually to your local computer. Documents should be of good quality, legible and in the correct format listed below. This is completed outside of the Patient Portal using your scanner software.

**a. Images must be .gif, .png, .tiff, .jpg, .**

**Documents must be .txt or .pdf.**

**b. File must be smaller than 4 MB. Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.**

**c. Be sure your file names do not include any special characters.**

**Step #2:** Select the appropriate Upload link below for your document, using the dropdown menu below.

**NOTE:** *Submit your document one time only.*

**\*\*\*Go to COVID-19 Tab to submit COVID-19 Lab Results Performed Off-Campus\*\*\***

## STEP 4:

Choose the appropriate title of your document from the drop-down list:

### Documents available to be uploaded:

- COVID-19 Vaccination Document
- Upload Consent For Treatment Of Minors
- Upload Immunization Document
- Upload Radiology X-ray Report
- Upload Tuberculosis Risk Assessment

Choose document you are uploading:

## LAST STEP:

Submit your request by Clicking on the "Upload"

### Documents available to be uploaded:

COVID-19 Vaccination Document

Choose document you are uploading:

COVID-19 Vaccination Document

**Please provide COVID-19 Vaccine documentation you have had off campus.**

Change covid vaccine.jpg ×

Upload