

1. Login to Health on Track using your NetID at <https://healthontrack.yale.edu/s/>
2. On the main page, if you have open requirements, a box below the welcome message should display the message “You have outstanding health requirements. Do you want to satisfy any of them now?” Click “**Next**” to begin submitting documentation for one or more health requirements.
3. Select either “Yes, Check My Epic Records” or “Do Not Check My Epic Records” then click “**Next**”.

Flu Vaccination

Description: Influenza vaccination is required for healthcare workers and trainees, including faculty, staff, and students working in settings where patient care is provided, or those who work with human research subjects in clinical settings.

[Flu Shot Schedule](#)

If you have questions about this requirement or how to satisfy it, go to [Contact Us](#).

*** What would you like to complete?**

Flu Vaccination 2023-24

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4. On the next screen, as displayed above, select one or more health requirements to begin their completion. *Flu Vaccination is used as an example.*
5. Click “**Next**” to begin satisfying the selected health requirement(s).
 - a. Every health requirement has an introduction page describing the requirement and options to resolve it.
6. Under “What would you like to complete,” select the requirement(s) that you want to satisfy. *Flu Vaccination is used as an example.*
7. Click “**Next**”.

Flu Vaccination 2023-24

* Please select the type of Flu Vaccination 2023-24

Influenza Vaccine

* 1st Dose Date

Jan 25, 2024

Use files previously uploaded

*

[Upload Files](#) Or drop files

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8. On the next page, as displayed above, select the type of vaccine you received as part of this requirement. *Flu Vaccination is used as an example.*
9. Enter the date you received the vaccine. Some vaccinations require two or more doses. Enter the date of each dose in the appropriate location. Use the calendar icon (📅) to display a searchable calendar. Ensure the dates entered match the supporting documentation.
10. Provide documentation to support the vaccination.
 - a. If you have previously uploaded a document on Health on Track and you wish to re-use it, check the box next to “Use files previously uploaded” to select the document again.
 - b. If you need to upload a new document, click “**Upload Files**” and follow the instructions.
Note: Uploaded document must be 4MB or less. Documents larger than 4MB will not upload properly and will be rejected.
11. Click “**Next**” to progress.
12. If done successfully, a message will display “Requirement information submitted for Flu Vaccination.” Click “**Next**” to complete the process.