Instructions for Completing the Online Mandatory Immunization Health History (MIHH) Form

1. Go to MyUWF to check your immunization status and complete your Mandatory Immunization Health History Form. Search for “Immunization Status” when you log in.

2. Complete and submit the online MIHH form (and all appropriate immunization documentation) at least three (3) weeks prior to orientation/registration.

3. Include your UWF student ID number on all documentation. Keep a copy for your records. Should anything be amiss, you can easily refer to what was sent to Student Health Services.

4. General information for completion of the MIHH form:

- **If you are 18 years of age or older:**
  - Complete the MIHH form appropriately. All sections with asterisks must be completed.
  - Upload any appropriate immunization documentation as needed.

- **If you are under 18 years of age:**
  - If under 18, a parent/guardian must complete and sign the Parent/Guardian Section of the form to provide consent for medical treatment and for all requested exceptions/waivers. Your parent/guardian will need to create a Dynamic Forms account in order to complete the form, unless he/she has already created one. In this case, enter the login information. The parent/guardian account must be created using an email address that is different from the student’s UWF email address.
  - You will be prompted to enter your parent’s/guardian’s name and email address before completing the MIHH form.
  - Complete the Student Section of the MIHH form appropriately. All sections with asterisks must be completed.
  - Upload any appropriate immunization documentation as needed.
  - After completion, electronically sign the form. You will be taken to a confirmation screen where you can view and download a copy of your form in PDF format.
  - Your parent/guardian will receive an email requesting the completion of the Parent Section of the MIHH form.
  - Parent/guardian will complete the Parent Section of the MIHH form, electronically sign, and submit the form. An email will be sent to the student for notification that the parent/guardian has completed the MIHH form.
  - Parent/guardian has the option to reject the MIHH form for any reason. In this case, the student will need to correct and resubmit the form. The parent/guardian will complete, electronically sign, and submit the updated MIHH form again.

- Once the completed form has been submitted, you are required to submit your immunization documentation (if not already uploaded into the MIHH form). You can provide your immunization documentation by having your physician complete the SHS Immunization Records
Form or by providing a copy of your vaccination record and/or laboratory test/titer results to Student Health Services.

- If using the **SHS Immunization Records Form**, one copy of the form is required for each physician’s office, clinic, health department, and/or laboratory from which you are providing documentation. An official stamp from the physician’s office, clinic, health department, or laboratory with an authorized signature must be included for the form to be valid.

- Immunization documentation can be submitted in any of the following ways:
  - **Drop Off**: Place documentation in the Immunizations Drop Box near the front entrance of the Student Wellness Center, Building 960
  - **Email**: immunizations@uwf.edu
  - **Fax**: 850-857-6100
  - **Mail**: 11000 University Parkway
    Building 960-Suite 106
    Pensacola, FL 32514