Steps to upload the records on your portal.
1. Access your student INFO portal.
2. On the Application Information screen, you will see the upload options.

3. Click on the Health Form or TB Screening Form to download the documents.
4. Fill in the appropriate documents and create a JPG or PDF from your completed documents.
5. If you need to include additional pages, the options will appear below your application information box.

6.
7. **Choose File** then click on **Upload.**
   (online and graduate students are not required to have the health form or TB screening form unless directed by your specific department)
8. Your forms will show as **Received** until they are reviewed. At that time it will give the date and time it was **Approved**. You will be contacted through your OBU email if your immunizations are incomplete or for any other questions concerning your forms.

TIPS:
- Use PDF or JPG format.
- Some of the new phones, IPads, PC's use a format that is not compatible with our system. You can try using a scanner app on your device to convert it to a PDF or JPG.
- The documents must not be over 10MB.